

NOTICE OF GUIDANCE DOCUMENT

Pursuant to Wis. Stat. § 227.112, the Wisconsin Department of Justice is hereby seeking comment on the following proposed guidance documents:

Victims of Crime Act Grant Announcement

Sexual Assault Victim Services Grant Announcement

Sexual Assault Victim Services (SAVS) Grant Program Guidelines

WI SAFE Fund Fact Sheet

Paying for Forensic Exams Fact Sheet

Financial Help for Victims of Crime Pamphlet

Crime Victim Compensation Program Brochure

Crime Victim Compensation Program Chart

2015 Wisconsin Act 350: Crime Victim Compensation Guide

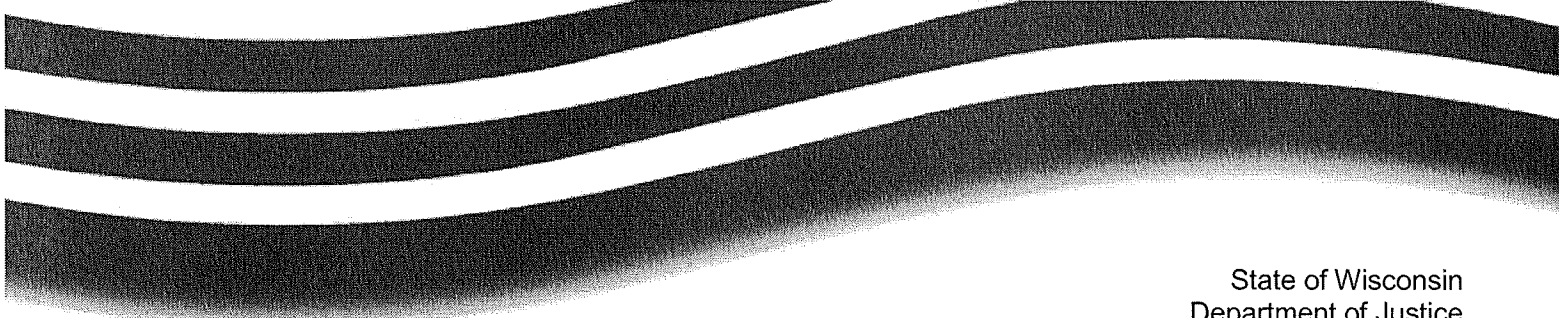
Crime Victim Compensation Program FAQ

PUBLIC COMMENT AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Justice until February 24, 2020, by emailing the agency contact person listed below.

AGENCY CONTACT PERSON

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State of Wisconsin
Department of Justice
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P.O. Box 7951
Madison, WI 53707-7951

Office of Crime Victim Services
VOCA: Victims of Crime Act
2019-2020 Competitive Grant

Grant Announcement

**Applications must be submitted through
Egrants on or before 11:59pm on May 17, 2019**

VOCA Competitive Application Overview Webinar

April 5, 2019 10:00a.m. – 11:30a.m.

Register Online

Registration is limited to one per agency.

Table of Contents

Grant Announcement Information	2
Anticipated Funding Amount & Timeframe:	2
Eligibility:.....	3
VOCA Competitive Application Overview Webinar:	5
VOCA Purpose and Goals.....	5
OCVS Priority Areas.....	5
Application Components.....	6
1. Main Summary	6
2. Approval Checklist.....	7
3. Performance Measures	7
4. Budget Detail.....	7
5. OCVS Agency Personnel Budget Summary	11
6. Budget Narrative – (10 points).....	12
7. Project Narrative – (90 points)	12
8. Eligibility Requirements.....	14
9. Subcontract Information.....	15
10. Agency Funding Preferences (Optional).....	16
11. Accounting & Financial Capacity Questionnaire.....	16
12. Audit Requirement	16
13. Required Attachments	17
Application Review and Evaluation Criteria.....	18
Post-Award Special Conditions/Reporting Requirements	19
Important Contact Information.....	19
Appendix A: Defintions	21
Appendix B: Indirect Costs - Guidance for OCVS Grant Applicants.....	22

Victims of Crime Act (VOCA) 2019-2020 Competitive 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 2019-2020 Competitive Grant

Description: 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, social service, medical and/or personal advocacy; 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](#). 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.

Catalog of Federal Domestic Assistance (CFDA): 16.575

Opportunity Category: Open, Competitive

Important Dates:

VOCA Application Webinar: April 5, 2019

FAQs Due Date: April 12, 2019

Application Due Date: May 17, 2019

Award Notification: August or September 2019

Project Start Date: October 1, 2019

Project End Date: September 30, 2020

Anticipated Funding Amount & Timeframe:

The current funding available for this grant cycle is \$38 million for one year, which is approximately \$10 million above what is currently awarded to all VOCA subgrants in the 2018-2019 continuation grant year.

OCVS manages the Federal VOCA funds in a way which helps to ensure the continuity and sustainability of our subgrants for multiple years. For the 2019-2020 competitive grant year, successful applicants will be awarded VOCA subgrants for a one-year project period with the intent of four additional continuation years. Each continuation grant year requires an application, and awards are contingent upon the availability of federal funds, and subgrant compliance with federal and 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: 2019-2020 Competitive Grant Announcement and Application
- Year 2: 2020-2021 Continuation Application Grant Year
- Year 3: 2021-2022 Continuation Application Grant Year
- Year 4: 2022-2023 Continuation Application Grant Year for same project with potential decrease in budget, depending on federal funding levels
- Year 5: 2023-2024 Continuation Application Grant Year for same project with potential decrease in budget, depending on federal funding levels

Note: We do not plan to have another competitive grant cycle until 2024. If federal funding levels are significantly reduced prior to 2024, OCVS will ask the existing subrecipients to reduce their grant funding levels. All grant applications and budgets will be re-evaluated by OCVS.

Match/Cost Sharing Requirement:

The minimum local match requirement is 20% of the **total VOCA project cost**. Native American tribes or organizations on Indian Reservations are not required to provide match.

Eligibility:

- The applicant must be a non-profit or public agency. Projects must provide direct victim services to individuals who are victims of crime.
- The applicant must have a record of providing effective direct services to crime victims for a minimum of one year, have the support and approval of its services by the community, and have a history of providing services in a cost-effective manner. Agencies that do not meet the aforementioned criteria must demonstrate that at least 25% of their financial support comes from non-federal sources.
- 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.
- 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.

Examples of eligible subgrant organizations: victim/witness assistance programs, rape crisis centers, domestic violence shelters, community mental health or social service agencies, child abuse treatment facilities, county social services, courts, probation and parole authorities, hospitals, public housing authorities, religious-affiliated organizations, law enforcement agencies, and prosecutor offices. (Note: in-patient treatment facilities are not eligible.)

Examples of direct victim services: responding to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; emergency services that are intended to restore the victim's sense of security; mental health assistance such as counseling, group treatment and therapy; and assisting victims participating in criminal justice proceedings.

DUNS Number:

Before an organization can receive federal funds, it needs to obtain a Dun & Bradstreet (DUNS) number. The federal government requires a DUNS number as part of the grant application to track federal grant awards and disbursements. DOJ cannot award grant funds until an active DUNS number is provided.

System for Award Management (SAM) Registration:

All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on a yearly basis. Information to update your entity records can be accessed at <https://www.sam.gov/SAM/>.

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

DOJ cannot award funds until an agency has an active registration in SAM and is eligible to receive federal funds. In addition, all subcontracts/consultants within your grant application must also be registered in SAM. If the applicant agency is in the process of applying for SAM while submitting an application to this funding announcement, please attach verification that the SAM registration process has been started.

Nonsupplantation:

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.

Award Information:

Funds are being made available through 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 mail in August/September 2019.

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 or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

VOCA Competitive Application Overview Webinar:

Through Egrants, you will provide DOJ detailed information about your project that will be used to make a funding decision. Due to the competitive nature of the application, OCVS will not be able to answer individual questions. However, if you have any questions on VOCA, the application, or the application process, please complete the survey at the following link:

<https://www.surveymonkey.com/r/VOCAFAQs2019>. **Please complete the questionnaire by April 12, 2019.** Questions asked in the survey will be used to compile Frequently Asked Questions (FAQs), some of which will be discussed in a webinar on April 5, 2019. The FAQs and OCVS' responses will then be posted to the [VOCA webpage](#) on the DOJ website.

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.

OCVS Priority Areas

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

- Enhanced cultural competency of available victim services (support programs that are culturally specific and provide services to culturally specific populations, support programs provided by Tribal Nations);
- Strengthened capacities in rural areas;
- Enhanced mental health of victims;
- Enhanced emotional and physical well being of sexual assault victims (see below);
- Enhanced emotional and physical well being of child victims; and

- Increased staff wages and benefits for direct services staff or advocates. (Please see the Governor’s Council on Domestic Abuse – Budget Committee’s Fair Minimum reference document).

Applicants may identify one or more of these priority areas as program goals.

Increased Sexual Assault Services: To enhance the emotional and physical well being of sexual assault victims and increase staff dedicated specifically to sexual assault services, OCVS is requiring, and priority will be given to, dual organizations who employ the equivalent of at least two full-time staff whose primary responsibilities are to provide sexual assault services. If your organization does not have the capacity to employ at least two full-time staff whose primary responsibilities are to provide sexual assault services, please provide an explanation in the project narrative section. OCVS, in collaboration with WCASA, will be providing technical assistance and support to organizations to assist in capacity building.

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.

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 victimizations, it would be helpful to write responses as if someone who has never heard of your organization will be reviewing the application.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director, 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” at the start of the project. For example, an appropriate project title is “VOCA: Crisis Response 2019-2020” or “VOCA: Sexual Assault Advocacy Program 2019-2020”. Do not use a generic title such as “VOCA 2019-2020.”

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Change section status to “Complete” and save.

4. Budget Detail

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.

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

1. Requested Federal Amount ÷ 0.80 = Total Project Budget
2. Total Project Budget x 0.20 = Required Match

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

1. $\$120,000 \div 0.80 = \$150,000$ (Total Project Budget)
2. $\$150,000 \times 0.20 = \underline{\$30,000}$ (Required Match)

Applicants are encouraged to include as much of the match requirement as possible. However, under certain circumstances a match waiver may be available to applicants that cannot meet the match requirement in part or in full. If an applicant has previously been able to meet the match requirement, please include at least the previous amount of match, unless there are extenuating circumstances that prevent the agency from meeting the previous amount of match. Please utilize the *match waiver request letter template* and attach in the **Required Attachments** section.

Personnel:

Provide salary information for employees that will be funded through this grant (federal or match). It may be useful to complete the OCVS Agency Personnel Budget Summary (section 5 – OCVS Agency Personnel Budget Summary of the application) to aid you filling out the Personnel portion of the budget. 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 the your Agency Name is 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

Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Combine volunteers into a single line item and include in this section. 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 well being enhances the effectiveness of victim services throughout the state. A helpful resource is the Governor’s Council on Domestic Abuse – Budget Committee’s Fair Minium.

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. OCVS will consider reasonable self-care expenses that are supported by documented agency policy. OCVS understands that applicants may not have a policy in place during the application process. 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. 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.

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

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.

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 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 \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.)

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 VOCA Guidelines 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/mo 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).

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 x 10% 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. With the exception of 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 \$650 per day per 8 hour day or \$81.25 per hour. 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 also have an active registration in SAM. Subrecipient agency's are responsible for ensuring that subcontractors are active and eligible in SAM. For additional information, please refer to page 3 of this funding announcement or the VOCA Guidelines. No fund reimbursements will be made prior to receipt of the contract.

Other:

OCVS strongly encourages applicants to use this section for Emergency Victim Assistance Funds, 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.

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, emergency victim assistance fund, or volunteer recognition events.

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 others sources) to fund for the grant period 10/1/2019-9/30/2020. 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 VAWA SASP
7. Percentage funded by VAWA STOP
8. Percentage funded by other sources (other non-OCVS grants, fundraising, donations, etc.)
9. 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 – (10 points)

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

- A. The budget narrative should explain how the applicant estimated and calculated all costs, and how these costs are necessary to the completion of the proposed project.
- B. If your agency is not increasing staff wages, please explain.
- C. If your agency will be requesting a full or partial match waiver please explain the circumstances here. Please utilize the *match waiver request letter template* and attach in the **Required Attachments** section. Please include concrete examples in the letter why the applicant is unable to meet the match requirement (full or partial).

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 – (90 points)

The Project Narrative may not exceed 20 pages. The Project Narrative must include the following three sections:

A. Statement of Need – (20 points)

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

- i. Describe:
 - a. the service area for the project; and
 - b. the population to be served, including geographic location, population, and demographic information (including racial and ethnic demographics, as well as any marginalized and/or underserved populations).
- ii. Identify gaps in services and explain how the proposed project will compliment and not duplicate existing services.
 - a. Describe the barriers that individuals who are victims of crime from culturally-specific population/s, that agency proposes to serve, experience while attempting to seek and access services.
 - b. Describe the barriers to services that any other victims of crime in your community encounter.

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

B. Project Design – (50 points)

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

- i. Describe how the project will address one or more of the overall goals of VOCA:
 - 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.
- ii. OCVS Priority Areas – Describe which priority areas, if any, the project will address:
 - Enhanced cultural competency of available victim services (support programs that are culturally specific and provide services to culturally specific populations, support programs provided by Tribal Nations);
 - Strengthened capacities in rural areas;
 - Enhanced mental health of victims;
 - Enhanced emotional and physical well being of sexual assault victims (see below);
 - Enhanced emotional and physical well being of child victims; and
 - Increased staff wages, and support living wages and benefits for direct services staff or advocates.

Increased Sexual Assault Services: To enhance the emotional and physical well being of sexual assault victims and increase staff dedicated specifically to sexual assault services, OCVS is requiring, and priority will be given to, dual organizations who employ the equivalent of at least two full-time staff whose primary responsibilities are to provide sexual assault services. If your organization does not have the capacity to employ at least two full-time staff whose primary responsibilities are to provide sexual assault services, please provide an explanation in this narrative section. OCVS, in collaboration with WCASA, will be providing technical assistance and support to organizations to assist in capacity building.

Application Note: Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project will either be VOCA Goals or VOCA Priority Areas which the subgrantee will select. Subgrantees will receive information and forms for completing goals and objectives from their OCVS Grant Manager in Fall 2019.

- iii. Explain how your approach to the project is culturally appropriate and trauma-informed for the specific communities being addressed. You should include strategies such as partnerships and community engagement.

- iv. How will your project advance equity for survivors from communities prioritized in this program?
- v. Illustrate how the proposed activities and initiatives will build upon and/or enhance current activities.
- vi. Describe how outreach will be done to ensure the community will be made aware of 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.

C. Project Implementation – (20 points)

Tell us about the organization and the people who will be involved.

- i. Identify and demonstrate that the individuals and organization(s) involved have:
 - a. Capacity to address the stated need and can successfully implement the proposed project activities.
 - b. Expertise necessary to appropriately serve any marginalized and/or underserved populations identified.
- ii. Internal capacity:
 - a. What opportunities do you have to build internal capacity to address the needs you have identified?
 - b. What do you need assistance with?
- iii. Partnerships:
 - a. How do your partners expand or complement your work around serving survivors from underserved communities?
 - b. What is your experience or existing working relationships this far? What is their current role?
 - c. What steps will you take to ensure equitable partnerships (role, funding, other resources, etc.)?
- iv. If the project proposes to serve the following populations, describe how Supervisors and/or Executive Directors are trained, or will be trained in:
 - a. Sexual Assault Victim Services
 - b. Domestic Violence Victim Services
 - c. Culturally Specific or Underserved Populations
 - d. Trafficking
 - e. Other types of victim services

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

8. Eligibility Requirements

The Eligibility Requirements section may not exceed three pages. The following information is required to determine the agency's eligibility to receive VOCA victim assistance funds. The

information this section relates to the agency's entire victim services, not solely the proposed VOCA project.

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

List dates of agency's creation, briefly summarize agency's history of providing victim services; list major types of victim services, dates when first offered and other significant developments and accomplishments.

Agencies that cannot demonstrate a record of having provided 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.

B. 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 number of victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers (if volunteer waiver is being requested, please indicate such.)
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 and aggressive recruitment effort has been conducted. Volunteers may include student interns. Programs must obtain prior approval from OCVS before the volunteer requirement will be waived. Please complete the volunteer waiver request form and attach in the **Required Attachments** section.

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

Describe agency's role in coordinating efforts (e.g. task forces, Coordinated Community Response Teams, written protocols, etc.).

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

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.

E. Assist victim in seeking crime victim compensation benefits

Describe how agency assists 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 or reliance upon other agencies.

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

9. Subcontract Information

The Subcontract Information section should not exceed two pages. Complete this section only if your proposed VOCA budget application includes a subcontract or subaward with one or more other agencies. If no subcontracts are included in your budget please indicate in the response section of Egrants that this section does not apply to your grant application.

Please distinguish clearly between subawards and subcontracts in allocating any grant funds to other entities. (See *Appendix A* for subaward and subcontract definitions).

- A. Justify the collaboration; explain why such collaboration is necessary, consistent with, and essential to the successful accomplishment of the project's purpose.
- B. Identify each agency that will formally collaborate with the proposed project and the agency's qualifications to participate in the proposed project.
- C. Describe the specific roles and responsibilities of each agency.
- D. Explain relevant budgetary provisions.
- E. Describe the reporting relationships among the agencies.

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

10. Agency Funding Preferences (Optional)

The Agency Funding Preferences Section should not exceed two pages. For this funding announcement, applicants can self-identify their internal agency funding priorities or preferences. In the event that the application is not selected for "full" funding or dream budget by the review panel, please describe your agency's priorities for receiving VOCA funding. If VOCA cannot fund all of your requested application, what would be your essential program expansion and what budget pieces are associated with this portion of your project.

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

11. 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.

12. 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 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 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.

13. 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.

- Position Description(s) – Please submit a position description for each VOCA project position. The Position Description title(s) should correspond position title(s) listed in budget
- OCVS Agency Personnel Budget Summary
- Proof of Non-Profit Status for non-profit agencies. Please see the VOCA guidelines for acceptable forms of proof.
 - o List of Board of Directors
 - o 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.
 - Subcontracts/Subawards - Proof of Certification in SAM
- 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.)
- Match Waiver, if applicable – Please review the match waiver request letter template. The template can also be accessed through the DOJ VOCA webpage in the document library.)
- 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 and 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 may 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 the issues and do not require a basic explanation of the crimes. The review panel recommendations are combined with OCVS staff recommendations and are submitted 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’s discretion.

Evaluation Criteria:

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.

Proposals will be scored and graded in the following areas:

<u>Evaluation Criteria</u>	<u>Points</u>
Budget Narrative	10
Needs Description	20
Project Description*	50
Staffing Qualifications	20
Maximum Points	100

**Extra points may be given for addressing one or more of the OCVS Priority Areas, with clear descriptions and detailed responses.*

Subgrantee Monitoring

In conjunction with an review panel, 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).

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. Further information can be found in the [VOCA Guidelines](#). Additionally, all subgrantees who receive a VOCA award will be required to attend VOCA Subgrantee Orientation in Fall 2019.

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 can not 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 will either be VOCA Goals or VOCA Priority Areas which the subgrantee will select. Subgrantees will receive information and forms for completing goals and objectives from their OCVS Grant Manager in Fall 2019.

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

Cindy Grady, Director of Grant Programs & Operations

Gradyca@doj.state.wi.us; or (608) 264-6209

Amanda Powers, Grants Specialist (VOCA Lead)

Powersal@doj.state.wi.us; or (608) 267-2251

Mary Colletti, Grants Specialist

Collettima@doj.state.wi.us; or (608) 261-8100

Financial/Budget Questions:

Tanya Herranz, Financial Grants Specialist

Herranztd@doj.state.wi.us; or (608) 264-7657

Justin Wartenluft, Financial Grants Specialist

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

Forms/Signatures:

Leah Varnadoe, Grants Support Specialist

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

Egrants Assistance: Weekdays, 8am – 4:30pm
 Email: Egrants@doj.state.wi.us
 Local calls: (608) 267-9068
 Toll free: (888) 894-6607

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

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:
<http://www.doj.state.wi.us/ocvs/not-crime-victim/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

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, work space, 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.

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:

<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
<u>Total Budget</u>	<u>\$101,957.00</u>

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% ($\$82,688 \times 0.10 = \$8,269$)

Grant Recipient Reporting on Indirect:

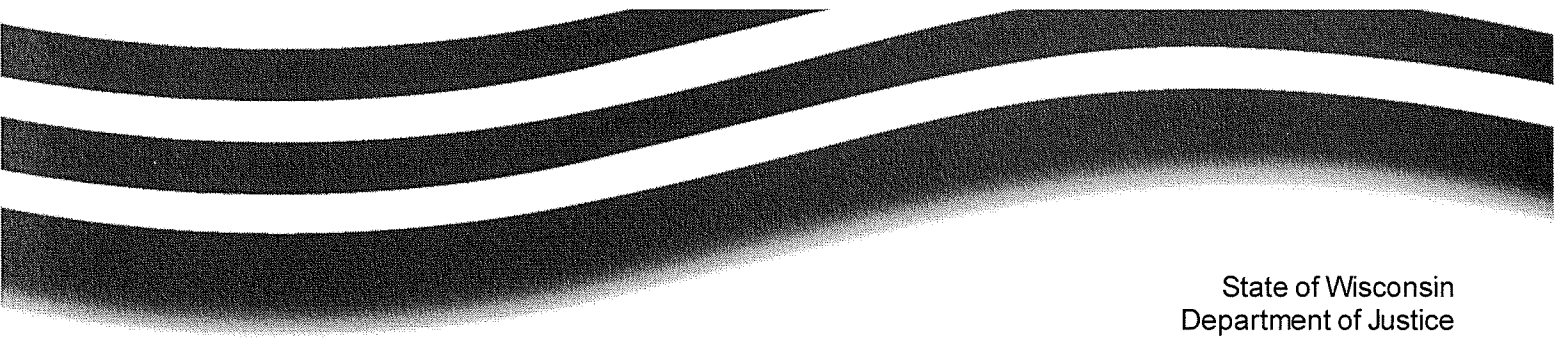
Wisconsin DOJ requires consistency regarding calculations of the MTDC on each fiscal report. Subrecipients will be required to request up to the 10% of MTDC on each report (at the rate approved in the budget). See Fiscal Report Example Below:

<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
<u>Total Expenses for Month</u>	<u>\$9,323</u>

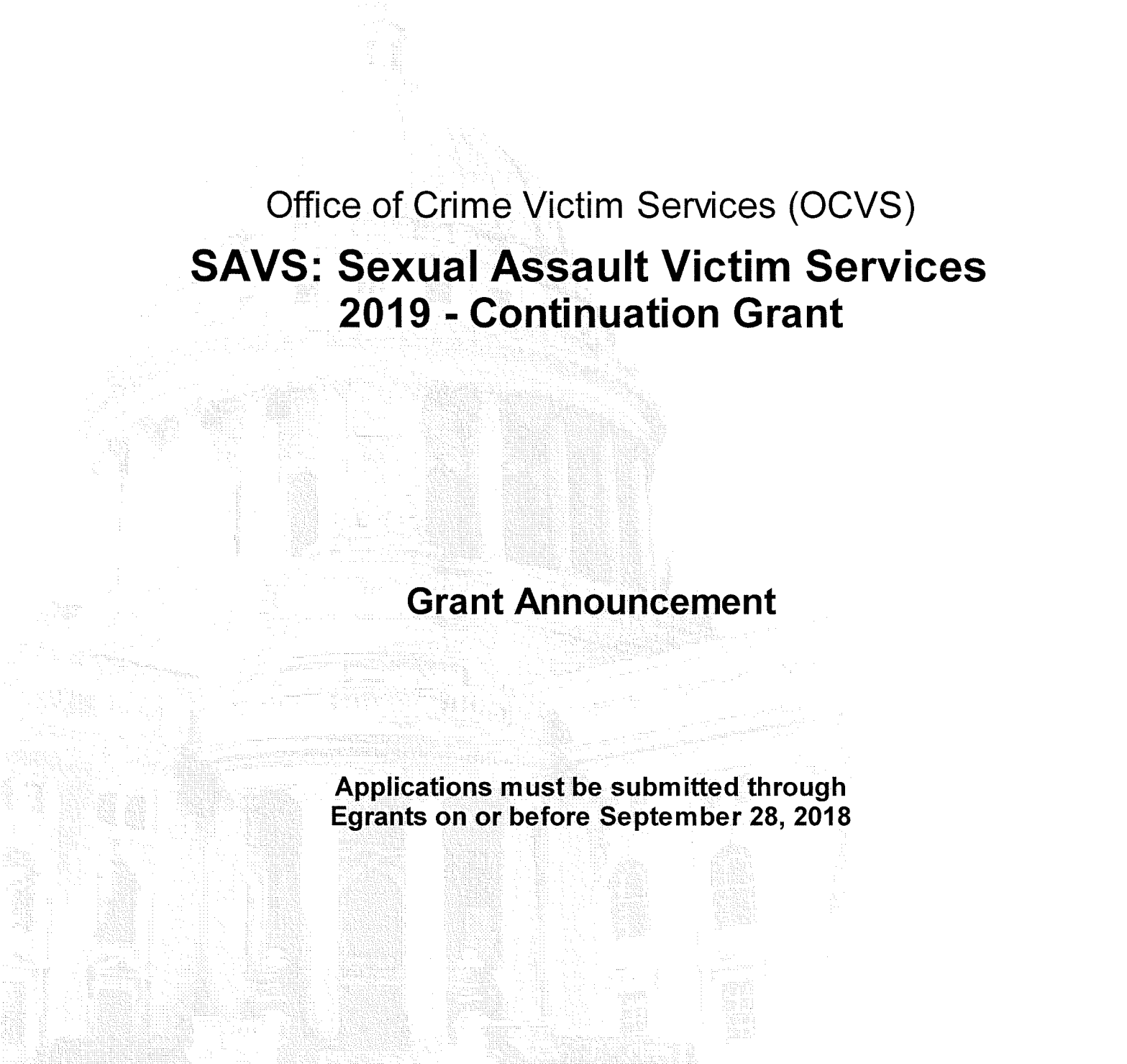
Step 1: Add all direct federal expenses, except equipment, rent, and contracts over \$25,000. (MTDC=\$7,975)

Step 2: Multiply MTDC by 10% (round if applicable). ($\$7,975 \times 0.10 = \798)

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



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



Office of Crime Victim Services (OCVS)
**SAVS: Sexual Assault Victim Services
2019 - Continuation Grant**

Grant Announcement

**Applications must be submitted through
Egrants on or before September 28, 2018**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Courtney Gordon (608) 267-9340
gordonca@doj.state.wi.us

Budget/Fiscal: Bethzabeth Fichter (608) 267-7924
fichterb@doj.state.wi.us

Forms/Signature: Laura Talamonti (608) 261-8645
gordonca@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants User Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website <https://egrants.doj.state.wi.us/EGMIS/Login.aspx>.

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

Grant Announcement Summary

Program Area: Office of Crime Victim Services (OCVS)

Grant Title: SAVS: Sexual Assault Victim Services 2019- Continuation Grant

Description: SAVS grant funds are intended for the development, expansion, enhancement, and/or support of comprehensive sexual assault services so they are available to victims of sexual assault regardless of where they reside in Wisconsin. See SAVS Grant Program Guidelines for additional information. SAVS Grant Guidelines can be found on the DOJ website at <http://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant> .

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: September 28, 2018

Project Start Date: January 1, 2019

Project End Date: December 31, 2019

Award Notification: December 2018

Anticipated Funding Amount: Current SAVS grantees may apply for continuation funding at their current level of funding. Total anticipated funding amount: \$2,281,295

Eligibility: This is a continuation funding application. Only those agencies receiving SAVS funding during the 2018 calendar year are eligible to apply.

DUNS Number:

A DUNS number is required in order to submit an application through E-grants. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Eligible Expenses:

All expenses must be new and cannot be used to supplant, replace, or divert other sources of support.

Examples of Allowable costs: salaries and fringe benefits of positions providing core sexual assault services and supervisory, and/or administrative positions for sexual assault victim services prorated accordingly, sexual assault skills training for staff and volunteers, travel for staff, volunteers, and victims seeking victim services, equipment and operating expenses (e.g. pro-rated costs of supplies, rent, copying, postage, printing, telephone and internet service) that are actual, reasonable and necessary expenditure to provide core sexual assault victim services; contractual/consultant costs (e.g. pro-rated costs of audits, bookkeeping, training consultants, translation/interpretation services).

Examples of unallowable services: victim's cost reimbursement for expenses incurred as a result of a crime, forensic examinations, and investigation services to prosecute the crime, and sex offender treatment and rehabilitation.

SAVS: Sexual Assault Victim Services 2019 Continuation Grant

The Wisconsin Department of Justice-Office of Crime Victim Services (OCVS) provides financial and technical assistance to sexual assault victim service providers. 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 apply for a share of the available funds.

Program Description

Through this grant announcement, OCVS is seeking applications to provide sexual assault victim services programming. The goal of the SAVS grant is to develop, expand, enhance, and/or support comprehensive sexual assault services so they are available to victims of sexual assault regardless of where they reside in Wisconsin. Funding priorities include sustaining existing services, promoting healthy agencies, fostering the expansion of services, and providing direct services to victims/survivors of sexual assault. SAVS requires that an award recipient must offer all of the following core services:

- 24 Hour Crisis Response: Agency provides a telephone number with 24-hour immediate access to a person trained in providing sexual violence crisis counseling/intervention, information and referrals.
- Personal Advocacy: Agency addresses victim's/survivor's self-identified needs through an ongoing supportive process of listening, providing emotional support, identifying options, problem solving and skills development.
- Systems Advocacy: Agency acts on behalf of and in support of victims/survivors of sexual violence to ensure their interests are represented and their rights upheld. This includes legal and medical accompaniment/advocacy, as well as the development of cooperative relationships with community partners in order to improve systems response to all survivors.
- Information and Referral: Agency provides and maintains current information pertaining to appropriate community resources.
- Support Groups: Agency provides regular facilitated meetings of victims/survivors of sexual violence and/or survivor allies (e.g. family members, partners) with a supportive and educational focus.
- Accessible Services: Agency adheres to policies, procedures, attitudes, communications and accessible physical space (according to ADA guidelines) for all members of the community. Agency works toward removing barriers to services through a commitment to cultural competency.
- Community Outreach and Prevention Education: Agency increases awareness and understanding about sexual violence through community outreach and engagement.

Award Information

Funds are being made available through the Office of Crime Victim Services grant program. Upon application approval, the project director of the recipient agency will receive a paper grant award document by mail in December, 2018.

Submit Applications Using Egrants

Applications must be submitted through the 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 Commerce Egrants. Please take care to select **Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ Egrants 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 our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Courtney Gordon, Grants Specialist at (608) 267-9340 or email gordonca@doj.state.wi.us.

Please note: No attachments should be included in this grant application **unless specifically requested in section instructions**. For all attachments please use a footer/header that includes the agency name and grant ID number on all attachment pages. Do not write in "please see attached" as a response in a section, **unless instructed to do so**.

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. It is suggested that a program's Executive Director serve as Project Director, as this person is signing off on official grant documents.

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 - project, etc.) will (describe the specific goals you hope to achieve – how will the

project improve services to sexual assault victims in Wisconsin?), (add which area(s) of the state will benefit).”

2. Approval Checklist

Answer “Yes” or “No” to each question.

3. Performance Measures

Please open this section and change the page status to “Complete”, then SAVE the page.

If awarded a grant, you will be required to report your progress against goals and objectives established in the SAVS work plan.

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. **Refer to the SAVS Program guidelines for more detail regarding budget items.**

Round all amounts to the nearest dollar.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Include information on the entire funding for a position if the position is not 100% SAVS funded. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. OCVS will prioritize positions that directly serve victims of sexual violence. Excessive Administrative costs are discouraged, and are usually unallowable.

A Personnel Budget Example:

Position: Sexual Assault Program Coordinator

Name: Sally Smith

Description of your computation: \$35,000 annual salary x .40% SAVS Funded (16 hours /week) = \$14,000.

Remaining portion of position funded by: VOCA (60%) = \$21,000.

NOTE: During a continuation funding cycle, additional staff may NOT be added to the grant.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Under “Briefly describe the overall use of funds for this budget category” include benefits that are included agency-wide and the percentage of the salary.

Example: FICA 6.2% Medicare 1.45%. Unemployment Insurance 1.46%, and Workers Comp 0.38%. Total=9.5%

For each employee list position title and name (the same as listed under Personnel). Beneath that, under "Description of your computation," show the annual salary multiplied by the percentage funded by SAVS multiplied by the benefits percentage.

Example: Annual Salary: \$30,000 x 50% SAVS = \$15,000 x 9.5% = \$1,425

Staff Development: Provide the total amount of SAVS funding to be used for staff development. To be used for staff providing core sexual assault victim services, supervisors, and administrative staff supporting the sexual assault victim service program. SAVS funds may also be used to train volunteers and non-SAVS funded staff to attend sexual assault related training. Out of state training is allowed ONLY if comparable training is not available in Wisconsin. Prior approval must be obtained for out-of-state trainings. Include registration fees and travel expenses (mileage, meals, lodging, etc.) for staff development in this category. Provide the name(s) or positions of the staff attending conferences or training. List the type of training sought.

Current State rates for instate travel at this time include:

- Mileage: \$0.51/mile
- Lodging: maximum \$82/night (\$90/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.)

Describe position title, name of employee and travel expense.

Travel: Funds (excluding travel for training purposes which should be budgeted under staff development) allocated for travel must relate to the provision of sexual assault victim services (direct victim services; community awareness, outreach, and education; CCR/SART meetings; networking meetings; etc.). SAVS funds may be used to reimburse mileage, purchase gas cards, taxi vouchers, bus tokens, etc. for staff/volunteers providing the core sexual assault victim services and victims seeking sexual assault services.

- Mileage: \$0.51/mile

Equipment: SAVS funds may be used to purchase equipment for sexual assault victim services. Equipment should be prorated to the award recipient's sexual assault victim services program. Equipment should be tangible non-expendable property having a useful life of one year or more.

Supplies and Operating Expenses: SAVS funds may pay for supplies and operating expenses that are actual, reasonable, and necessary expenditures required to provide core sexual assault services. This may include consumables such as paper, postage, liability insurance, general office supplies, telephone and internet expenses, etc. This also includes operating expenses such as rent and utilities. Show computation for all items.

Example: Rent: \$150/month x 12 months = \$1,800.

Agency membership dues for organizations that offer needed relevant information on sexual assault such as Wisconsin Coalition Against Sexual Assault (WCASA) are allowable expenses under the SAVS grant program.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual agreement. Examples of allowable SAVS contractual services are an audit, bookkeeping, translation/interpretation services. The name of the contracting agency or individual and purpose of the contract must be included in this section. With the exception of a few justified sole source situation, 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. *Consultant fees in excess of \$650 per day or \$81.25 per hour day require additional justification (contact DOJ). List all expenses to be paid from the grant to the individual consultation in addition to their fees (e.g., travel, lodging, meals, etc.). Show basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by DOJ. No fund approvals or reimbursements will be made prior to receipt of the contract.*

Indirect Costs: This may include allowable prorated indirect/administrative costs. A description of the indirect/administrative costs is required.

Other Expenses: Itemize SAVS-eligible expenses not included in any other budget category.

5. Additional Budget Summary

For this section use the WI DOJ-OCVS Personnel Additional Budget Summary-SAVS and attach when completed. This form can also be accessed through the DOJ SAVS webpage in the document library.

- List each position title and employee funded by OCVS grants. (NOT just sexual assault)
- Annual Salary (include all funding sources)
- Provide the total number of hours that the employee works per week
- Total hours/week spent on Sexual Assault Services
- Total hours/week funded by the SAVS grant
- Total hours/week funded by the VOCA grant
- Total hours/week funded by the VAWA-SASP grant
- Total hours/week funded by the VAWA-STOP grant
- Total hours/week funded by other sources (other grants, fundraising, donations, etc.)
- The title on the job description and the title listed in the budget and work plan should match.
- Write “Shared” instead of the employee’s name if a single position is to be shared by more than one individual.
- “Other Funding for Sexual Assault Victim Services”: Identify ALL sources of funding for sexual assault victim services.
- “Total Agency Breakdown”: Provide a breakdown of the agency’s total budget including SAVS funds.

Copy and paste this document in the Section Response box and save the OCVS-Personnel Additional Budget Summary-SAVS document as an attachment.

6. Agency Profile

Provide the following information in a narrative format:

- Indicate the type of agency providing services:
 - Sexual assault victim service agency
 - or
 - Dual sexual assault/domestic violence agency (agency currently provides services to victims of sexual assault and/or domestic violence)
 - or
 - Multi-service agencyDescribe the type of agency providing sexual assault victim services (i.e., hospital, social service agency, counseling/therapy center, etc.)
- Identify the city, county, and or tribe (if applicable) of the agency's main office.
- Specify if the agency currently provides sexual assault victim services in other location(s) through satellite offices and/or outreach workers. List the location(s) and the services offered.
- List the primary service delivery area (i.e., county or tribe) where all core services will be provided using SAVS funds.

In addition, please complete the Sexual Assault Services Profile. Save as an attachment to this section when completed. These forms can also be accessed through the DOJ SAVS webpage document library.

7. Use of Volunteers

- Describe the use of volunteers within your agency:
 - Identify if the agency uses volunteers to provide sexual assault services
 - If yes, identify the number of volunteers and services provided.
 - If no, explain why volunteers are not utilized to provide sexual assault victim services.
 - Indicate if the agency has a volunteer coordinator who recruits volunteers for sexual assault victim services.
 - If not, explain how volunteers are recruited.

8. Project Narrative

Describe how SAVS funds will be used by the agency to provide services to sexual assault victims. Specifically:

- Describe how the agency provides or proposes to provide ALL of the core services to victims of sexual assault within the proposed service delivery area.
 - If the service is provided by a subcontractor, identify the name of the subcontractor and describe how the services will be provided.
- What successes did you encounter during the past year of the SAVS Grant Award?
- What challenges did you encounter, and how will you address these next year?

- Explain the impact this grant will have on the delivery of sexual assault victim services in the community.
- Provide an estimate of the total number of sexual assault victims the agency expects to serve in all service areas.
 - Estimate the number of sexual assault victims the agency expects to serve in each county/tribal area of the proposed service area during 2019.
- Describe your program's plan to retain and possibly recruit qualified staff members.
 - Please address the following:
 - Were there SAVS funded vacancies during the past grant year? If so, which position and reason for vacancy.
 - How were vacancies handled?
 - What if any modifications are planned in view of recent vacancies?
- Describe the agency's role in coordinating efforts for sexual assault victim services (e.g. task forces, Coordinated Community Response Teams, Sexual Assault Response Teams, written protocols, etc.).
- Does the agency have memorandums of understanding (MOUs) or other agreements related to providing sexual assault services? If so, please explain and describe how those are working.
- Describe how your organization engages in meaningful collaboration with other services and systems within your service area.
- Describe your program's efforts to provide services to underserved/specific populations (e.g. LGBTQ+, deaf or hard of hearing, culturally specific, etc.).
- Describe how you incorporate evaluation and victim/survivor feedback in the development of your services.
- If your program receives VOCA funding or has applied for VOCA funding, discuss how this has/will impact your SAVS grant. Discuss any changes to personnel, program goals, or program scope as a result of increased VOCA funding.

Note: letters of support are **NOT** required with this continuation application.

Cut and paste the response to this section directly into Egrants. It does NOT have to be submitted as an attachment.

9. Goals and Objectives

The purpose of this section is to: 1) describe the goals for your SAVS funded services, 2) present clear measurable objectives designed to achieve these goals, 3) identify the individuals responsible for achieving the goals, and 4) describe how data and objectives are used in a meaningful way to affect service delivery.

Think about what successful outcomes look like for your agency and how you plan to measure these in a meaningful way. Break down each goal by identifying the extent to which each is expected to be attained by the end of each quarter of the grant year. These will be the basis for reporting throughout the grant year.

In addition, explain how your outcomes will affect service provision and future work plans. This should be completed at the six-month and final report. (NEW in 2019)

For this section, please use the *SAVS Grant Work Plan*. The form can also be accessed through the DOJ SAVS webpage in the document library. Enter “See Attached” and save the work plan as an attachment.

10. Required Attachments

Under this section please enter “See Attached” in the Section Response box and attach the documents. Attachments that are not requested in this funding announcement will not be considered.

- SAVS Eligibility Checklist* – This form can also be accessed through the DOJ SAVS webpage in the document library.
- Audit Responsibility* form - This form can be accessed through the DOJ SAVS webpage in the document library.
- WI DOJ-OCVS Personnel Additional Budget Summary-SAVS*
- Sexual Assault Services Profile*
- SAVS Grant Work Plan*
- List of Agency Board of Directors, including name and position in community.
- Agency organizational chart. Include positions that provide sexual assault victim services. If the agency is a multi-service agency only include the organization chart for the sexual assault victim services program.
- Job Description for each position funded by SAVS
- Resume for each individual funded by SAVS

(This is a comprehensive list of documents, including documents requested in previous sections.)

Application Review and Award Criteria

All applications must be submitted on or before the dead line and will be screened for completeness and compliance with the instructions provided in this announcement. OCVS staff will review applications to insure consistency with statewide strategies and make funding recommendations to the DOJ-OCVS Executive Director. All final grant award decisions will be made by the DOJ-OCVS Executive Director.

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. At that time, please review all of your grant award special conditions and E-grant reporting requirements.

Additional Resources

Additional information about the Department of Justice and resources to assist with Egrants is available as follows:

- SAVS grant webpage for the Wisconsin Department of Justice:
<http://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant>

- A helpful Egrants User Guide is posted on the Egrants page of the DOJ website: <https://egrants.doj.state.wi.us/egmis/login.aspx>. 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: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Outside the 608 area code: (888) 894-6607

Wisconsin Department of Justice Office of Crime Victim Services



Sexual Assault Victim Services (SAVS) Grant Program Guidelines

Wisconsin Department of Justice
Office of Crime Victim Services
17 West Main Street
PO Box 7951
Madison, WI 53707-7951
(608) 267-9340

TABLE OF CONTENTS

I.	INTRODUCTION.....	3
	A. APPLICABILITY	3
	B. ADMINISTRATION.....	3
	C. AUTHORITY.....	3
	D. FUNDING SOURCE.....	3
	E. PROGRAM GOAL.....	3
II.	ELIGIBILITY REQUIREMENTS	3
	A. STATUTORY REQUIREMENTS	3
	B. CORE SERVICES	3
III.	GRANT APPLICATION CYCLE.....	5
IV.	USE OF SAVS FUNDS.....	5
	A. PRIORITIES.....	5
	B. ELIGIBLE SERVICES AND ACTIVITIES.....	6
	C. INELIGIBLE SERVICES AND ACTIVITIES	6
	D. VOLUNTEERS.....	6
V.	SAVS COSTS AND EXPENSES.....	6
	A. PERSONNEL.....	6
	B. STAFF DEVELOPMENT	7
	C. TRAVEL	7
	D. EQUIPMENT	7
	E. SUPPLIES/OPERATING EXPENSES.....	8
	F. CONTRACTUAL/CONSULTANT COSTS	8
	G. OTHER EXPENSES	9
VI.	FINANCIAL REQUIREMENTS.....	9
	A. PAYMENT OF GRANT FUNDS.....	9
	B. BUDGET MODIFICATIONS	9
	C. RECORD MAINTENANCE	10
	D. PROPERTY MANAGEMENT RECORDS.....	10
	E. PROCUREMENT TRANSACTIONS.....	10
	F. AUDIT.....	10
VII.	PROGRAM REPORTS AND RECORD KEEPING REQUIREMENTS	11
	A. GENERAL.....	11
	B. QUARTERLY REPORTS	11
	C. STATISTICAL REQUIREMENTS	12
	D. CLIENT FILES.....	12
VIII.	ADDITIONAL REQUIREMENTS	12
	A. TRAINING	12
	B. AFFIRMATIVE ACTION	12
	C. NONDISCRIMINATION.....	13
IX.	APPENDICES.....	15
	A. WISCONSIN STATUTES 165.93 SEXUAL ASSAULT VICTIM SERVICES; GRANTS	15
	B. STATISTICAL REQUIREMENTS	17

I. Introduction

A. Applicability

These guidelines discuss general program requirements and restrictions related to the administration of the Sexual Assault Victims Services (SAVS) Grant Program funded by the State of Wisconsin. This revision supersedes all previously issued guidelines.

B. Administration

The Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) is the state agency responsible for administration of the SAVS awards.

C. Authority

These guidelines apply to grants awarded by the State of Wisconsin pursuant to s.165.93 (Appendix A).

D. Funding Source

The funding source for the SAVS Grant Program is General Purpose Revenue of Wisconsin's State Budget and Part C of the Child Pornography Surcharge.

E. Program Goal

The goal of the SAVS Grant Program is to develop, expand, enhance, and/or support comprehensive sexual assault victim services so they are available to victims of sexual assault regardless of where they reside in Wisconsin.

II. Eligibility Requirements

A. Statutory Requirements

The SAVS Grant Program was created under section 165.93, Wis. Stats. The eligibility requirements are defined in this statute. See IX. (Appendix A) for statute.

The intent of the requirements was to encourage the funding and therefore the development of comprehensive sexual assault services rather than specialized services, such as an agency that only provides therapy to child sexual assault victims.

B. Core Services

The SAVS legislation provides a brief list of services that must be offered by award recipients. Shortly after the creation of the SAVS Grant Program, the Wisconsin Coalition Against Sexual Assault (WCASA) funding subcommittee more fully defined the basic services that a sexual assault victim service provider should be expected to provide.

OCVS uses WCASA's list of core services in its application materials and monitoring process since the sexual assault service providers themselves developed and understand these definitions. The statistical information that OCVS is mandated to collect from grantees has also been designed to reflect these core services.

24 Hour Crisis Response: Agency provides a telephone number with 24-hour immediate access to a person trained in providing sexual violence crisis counseling/intervention, information and referrals.

Personal Advocacy: Agency addresses victim's/survivor's self-identified needs through an ongoing supportive process of listening, providing emotional support, identifying options, problem solving and skills development.

Systems Advocacy: Agency acts on behalf of and in support of victims/survivors of sexual violence to ensure their interests are represented and their rights upheld. This includes legal and medical accompaniment/advocacy, as well as the development of cooperative relationships with community partners in order to improve systems response to all survivors.

Information and Referral: Agency provides and maintains current information pertaining to appropriate community resources.

Support Groups: Agency provides regular facilitated meetings of victims/survivors of sexual violence and/or survivor allies (e.g. family members, partners) with a supportive and educational focus.

Accessible Services: Agency adheres to policies, procedures, attitudes, communications and accessible physical space (according to ADA guidelines) for all members of the community. Agency works toward removing barriers to services through a commitment to cultural competency.

Community Outreach and Prevention Education: Agency increases awareness and understanding about sexual violence through community outreach and engagement.

III. Grant Application Cycle

The SAVS grant application process is typically on a three year cycle; however awards are granted for one year at a time and follow the calendar year. OCVS holds an open competition for the initial year in which all applicants, new and existing must compete for funding. Only the agencies that are awarded funds during the first year may apply for continued, non-competitive funding for the intervening two years. Note that in certain circumstances, OCVS may reduce or increase the number of continuation grant years for the SAVS grant program as a whole. All grantees are on the same grant year/cycle.

An application is completed each year, but the continuation application is shorter and less rigorous than in the first competitive year. Non-competitive applications are judged on their own merits, not relative to other applications.

IV. Use of SAVS Funds

A. Priorities

The application for the SAVS Grant Program continues to reflect the priorities set by sexual assault service providers in conjunction with the WCASA statewide planning process. The priorities are:

Sustaining Existing Services

- Provide basic core services
- Strengthen or expand core services
- Maintain existing core services when funding is lost

Promoting Healthy Agencies

- Improve staff salaries and benefits in order to attract and retain qualified employees
- Ensure adequate staffing levels to provide core services
- Provide sufficient training; offer ongoing training opportunities to longer-term staff, ensure cross training for non-sexual assault staff; and provide adequate sexual assault victim services training opportunities for other agency members, such as executive directors, board members and volunteers
- Promote sexual assault victim services to increase the number of victims served and/or the number of referrals made by other agencies; and increase collaboration with cooperative agencies

Fostering Expansion of Services

- New programs in un-served areas
- Outreach/satellite offices in un-served and underserved areas
- Sexual assault victim services focusing on underserved populations

Funds may not be used to supplant, replace or divert other sources of support.

B. Eligible Services and Activities

Services and activities eligible for the use of SAVS funds include:

1. Core services for victims of sexual assault
2. Therapy and group treatment for victims of sexual assault (“Therapy” refers to intensive psychological/psychiatric treatment provided by a licensed professional.)
3. Support services to incarcerated individuals when the services pertain to the sexual violence victimization of the individual
4. Administrative staff expenses and indirect organizational costs (prorated appropriately)
5. Volunteer coordination to provide sexual assault victim services
6. Staff participation in the development of protocols, interagency agreements and other working agreements with community service providers that benefit victims of sexual assault
7. Transportation for staff/volunteers to provide sexual assault victim services and for sexual assault victims to receive services (mileage reimbursement, gas cards, taxi vouchers, and/or bus tokens, etc.)

C. Ineligible Services and Activities

Services and activities ineligible for the use of SAVS funds include:

1. Sex offender treatment/rehabilitation
2. Victim’s cost reimbursement for expenses incurred as a result of a crime (e.g. insurance deductibles, lost wages or medical bills)
3. Forensic examinations
4. Investigation services to prosecute the crime
5. Staffing domestic violence shelters. (OCVS recognizes that SAVS funded staff working at dual sexual assault/domestic violence agencies may need to “fill-in” during emergency staffing situations. However, SAVS will not fund positions regularly scheduled to staff domestic violence shelters on nights and weekends, etc.)

D. Volunteers

OCVS encourages the use of well trained and knowledgeable volunteers to provide sexual assault victim services although the use of volunteers is not a requirement to receive this grant.

V. SAVS Costs and Expenses

A. Personnel

The SAVS Grant Program will fund positions providing core sexual assault victim services. Supervisory, and/or administrative positions for sexual assault victim services may be prorated appropriately. Job descriptions inclusive of position qualifications are required with the application.

Salaries and fringe benefits should be reasonable and in accordance with the award recipient’s cost allocation plan and organizational structure.

Adequate documentation and policies must be maintained to determine appropriate funding allocations. Special care should be taken if a position is funded from more than one source.

Accurate time/attendance records must be maintained for all positions budgeted under the SAVS Grant Program. Time/attendance records must specify personnel hours worked directly on grant activities and the nature of the work performed. If hours cannot be specified, costs are unallowable.

Written policies and procedures with regard to work hours, holidays, vacation, sick leave, overtime pay, compensatory time, termination, client and staff grievance procedures, job descriptions and job qualifications must be available at the agency.

B. Staff Development

SAVS funds designated for staff development may be used to enhance the skills of staff providing core sexual assault victim services as well as supervisors and administrative staff supporting the sexual assault victim service program. SAVS funds may also be used to send volunteers and non-SAVS funded staff to attend conferences and seminars on sexual assault victim issues.

Out-of-state training is allowed if comparable training is not available in Wisconsin. Prior approval is required for out of state training.

Expenses to hire a consultant to provide in-house training on sexual assault issues to staff are allowed under the Contractual/Consultant category of the SAVS grant.

C. Travel

SAVS funds allocated for travel must relate to the provision of sexual assault victim services. SAVS funds may be used to reimburse mileage and purchase gas cards, taxi vouchers or bus tokens, etc. for staff/volunteers providing the core sexual assault victim services and victims seeking victim services. Furthermore, funds may be used to reimburse staff/volunteers for other travel expenses such as meals and lodging when those expenses relate to the provision of sexual assault victim services. Travel related expenses for non-funded SAVS staff and volunteers are allowed as long as the travel relates to the provision of sexual assault victim services.

Travel related expenses (mileage, meals, lodging, etc.) for staff development should be budgeted under the Staff Development category of the SAVS grant.

State rates for travel reimbursement apply to SAVS grants. The use of SAVS funds for travel expenses shall not exceed the state rates. Contact OCVS for current rates regarding travel reimbursement.

D. Equipment

SAVS funds may be utilized to purchase equipment for sexual assault victim services. Equipment should be prorated to the award recipient's sexual assault victim services program. Expenses in this category typically include any items with a useful life of

one year or more. SAVS funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim services. However, SAVS funds can support a prorated share.

E. Supplies/Operating Expenses

SAVS funds may pay for supplies and operating expenses that are actual, reasonable and necessary expenditures required to provide core sexual assault victim services. Operating expenses may include items such as rent, printing costs, liability insurance, postage, general office supplies, telephone expenses, internet expenses, etc.

SAVS funds can be used to purchase resource materials such as books, training manuals and videos, etc. for core sexual assault victim services.

SAVS funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim services. However SAVS funds can support a prorated share.

Agency membership dues for organizations that offer needed, timely and relevant information on sexual assault victim services such as the Wisconsin Coalition Against Sexual Assault, Inc. (WCASA) are allowed under the SAVS Grant Program.

Membership dues required for professional licensing may not be charged to SAVS.

F. Contractual/Consultant Costs

SAVS funds may be used to contract specialized services such as an audit, media buys, bookkeeping, training consultants, translation/interpretation services, etc. These services shall be prorated to the award recipient's sexual assault victim services program. Information including the name of the contracting agency or individual and the purpose of the contract or agreement must be included in the budget section of the application.

Contracts or agreements shall be governed and interpreted under the laws of the State of Wisconsin. The award recipient shall at all times comply with and observe all federal and local laws, ordinances and regulations in effect during the period of the grant agreement which affect the work or its conduct.

The contract or other written agreement must not affect the award recipient's overall responsibility for the duration of the project and accountability to OCVS. Award recipients are responsible for contract performance when contractors/consultants are used. Contractors/consultants must abide by all terms and conditions of the SAVS grant agreement.

If an award recipient uses SAVS funds to contract with another individual/agency to provide a sexual assault victim service (i.e. 24 hour crisis line), the award recipient is required to formalize the arrangement in a contract or other written agreement between the parties involved. The contract or agreement must, at a minimum, state the activities to be performed, the time schedule, the project policies and the requirements that are applicable to the contractor, other policies and procedures to be followed, the dollar limitation of the agreement and the cost principles to be used in

determining allowable costs. Copies of all executed contracts or agreements for sexual assault services along with the qualifications of the contractor must be provided to OCVS within thirty days after the grant begins.

Agencies may follow their own procurement regulations provided that the procurement conforms to state procurement regulations for hiring contractors or consultants.

G. Other Expenses

SAVS eligible expenses not included in any other budget category should be itemized in this category; however, this budget category shall NOT be used as a catch-all category for unknown or unbudgeted expenses. Every item must be described and justified.

H. Indirect Costs

A reasonable, prorated amount for indirect/administrative costs is allowed under the SAVS Grant Program. Indirect/administrative costs are costs of an organization that are not readily assignable to a particular project or grant, but are necessary to the operation and performance of the organization. Examples of indirect/administrative costs include operating and maintaining facilities, depreciation, and administrative salaries, etc. A description of the indirect/administrative costs is required in the grant application.

VI. Financial Requirements

A. Payment of Grant Funds

Grant funds are typically disbursed in three parts. Fifty percent (50%) of the award is disbursed at the beginning of the year. Programs must then submit two (2) quarterly requests for reimbursements for the remaining six (6) months of the grant year (July-September and October-December). The final reimbursement will be issued after the SAVS Final Report is received and approved. OCVS may require some programs to submit requests for reimbursements more frequently. **Any grant funds disbursed but not expended by December 31 must be returned to OCVS at the time the final report is filed.**

OCVS will not make payments to third parties.

B. Budget Modifications

Budget variances of \$500 or less affecting any single approved budget category (personnel, staff development, etc.) is permissible without prior approval from OCVS and does not require a budget modification. OCVS shall be consulted whenever a variance exceeds \$500 per budget category.

If an award recipient determines that a modification of more than \$500 in an approved budget category is necessary, the award recipient shall request review and approval from OCVS. The award recipient shall not expend funds until OCVS approves the transfer of funds from one budget category to another.

Beginning January 1, 2015, budget modifications will be submitted through Egrants, and will be approved by OCVS staff. Budget modifications requests are not guaranteed. All requests to transfer funds must be submitted and approved by OCVS 30 days before the last business day of the SAVS grant year.

C. Record Maintenance

Award recipients will establish and maintain adequate records of all expenditures incurred under the grant agreement. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state, and local ordinances.

OCVS has the right to audit, review, examine, copy and transcribe any pertinent records or documents relating to any contract resulting from the bid/proposal held by the award recipient. The award recipient will retain all documents applicable to the grant agreement for a period of not less than three years after the final payment is made.

D. Property Management Records

Award recipients shall maintain property management records for all property acquired in whole or in part with grant funds. At a minimum, records must 1) contain copies of purchase orders and invoices and 2) include an inventory control listing which contains a) the item description b) source of funds c) manufacturer's serial number d) purchase price e) location, use and condition of property and f) final disposition price.

A physical inventory of property costing \$5,000 or more shall be taken and the result reconciled with the property record annually to verify the existence, current utilization and continued need for the property.

A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to property. Any loss, damage or theft of property shall be investigated, fully documented and made part of the office grant file.

Disposal of property or equipment purchased in whole or in part with grant funds is subject to approval by OCVS. OCVS will determine how the property or equipment is disposed of upon termination of the grant.

E. Procurement Transactions

Award recipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable State of Wisconsin law and standards identified in the Wisconsin Administrative Code Chapters 7, 8, and 10.

F. Audit

If the award recipient already has an annual audit performed by independent auditors, the auditors are responsible to determine whether state and federal single audit requirements apply to the award recipient and if so, they are also the ones

responsible for complying with state and federal single audit regulations. An award recipient that expends \$500,000 or more in federal financial assistance in their fiscal year must have a single audit for that year. If a single audit is required and compliance testing must be done, the auditors will decide which grant programs need to be tested for compliance, and they will perform the testing themselves. Organizations expending less than \$500,000 in their fiscal year are exempt from audit requirements.

If a single audit is prepared, the award recipient must send OCVS a copy of it within nine months from the end of the award recipient's fiscal year or within thirty days completion of the audit, whichever is sooner.

Award recipients funded by more than one Wisconsin DOJ grant program (i.e. SAVS and VOCA) only need to submit one copy of the audit report to OCVS. SAVS recipients may use a prorated portion of SAVS funds to conduct the agency's audit whether or not the agency spent \$500,000 in federal awards.

VII. Program Reports and Record Keeping Requirements

A. General

Award recipients shall keep OCVS advised of the name, title, address and telephone number of the SAVS Grant Program Manager. The SAVS Grant Program Manager is the individual with whom OCVS will communicate regarding all project related matters.

Award recipients shall keep OCVS advised of the name and qualifications of each person, including consultants and subcontractors, whose position is funded in whole or in part by this grant. Award recipients must notify OCVS of the departure date and hire date of staff holding SAVS funded positions within thirty (30) days of the change.

Award recipients may be required to submit their work plan periodically, upon request of OCVS, to demonstrate progress.

Furthermore, OCVS may at any time, request the award recipient's most recent audit or financial statement. OCVS may also request receipts for expenditures, payroll, records, etc.

B. Quarterly Reports

OCVS requires all award recipients to provide quarterly reports. They will consist of the following:

First Quarter Report –

- Financial Status Report – reporting first quarter spending
- Narrative (questions in e-grants)

Second Quarter Report –

- Financial Status Report – reporting second quarter spending
- Narrative (questions in e-grants)
- Updated work plan

Third Quarter Report-

- Financial Status Report – reporting third quarter spending
- Narrative (questions in e-grants)

Fourth Quarter (Final) Report –

- Financial Status Report – reporting second quarter spending
- Narrative (questions in e-grants)
- Updated work plan
- Statistical Report – (covering the time period from January 1 through December 31)

Reports will be due thirty days after the end of the report period. Beginning January 1, 2015, reports will be completed via e-grants. Financial status reports must be signed by the Project Director and Financial Officer. They may be emailed, faxed or sent via US mail to DOJ-OCVS.

C. Statistical Requirements

Award recipients are required to report statistics to OCVS for each calendar year supported by the grant in the final report. Please refer to Appendix B for Statistical Requirements (page 17-18). Requirements reflect statutory mandates and core services.

Award recipients are required to use an agreed-upon data collection system. This system will collect the data necessary to meet SAVS statistical requirements. Recipients will be charged for the data system and annual updates. You may include the cost in your grant application. The costs requested in the application must be based on the costs associated with the clients to be served under the grant.

Information regarding the data collection system will be provided when a vendor is selected by OCVS.

D. Client Files

Award recipients shall keep client files in accordance with state and federal laws.

VIII. Additional Requirements

A. Training

The Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) offers Crime Victim Rights/Compensation/SAFE Fund training. Staff whose positions are funded by the SAVS grant are required to attend this training once every three years. OCVS will provide a training schedule at the beginning of the grant year. Programs may contact OCVS to confirm whether current staff have met this requirement.

B. Affirmative Action

Award recipients must agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in §. 51.01(5) Wis. Stats., sexual orientation as

defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Wisconsin's Contract Compliance Law (§.16.765, Wis. Stats.), requires every vendor contracting with the State of Wisconsin to agree to equal employment and affirmative action policies and practices. In addition, contracts estimated to be \$25,000 or more require vendors to post in conspicuous places, available for employees and applicants for employment, notices setting forth Wisconsin's nondiscrimination laws.

An affirmative action plan is required from any vendor who receives a state contract for \$25,000 or more and who has a work force of twenty-five (25) or more employees as of the award date. The vendor must, within fifteen (15) working days of receiving the state grant, submit an affirmative action plan acceptable under law or claim an exemption for the requirement.

An affirmative action plan is not required when:

1. The vendor receives a state contract for less than \$25,000
2. The vendor has less than twenty-five (25) employees regardless of the amount of the contract.
 - a. The vendor is a federal government agency or Wisconsin municipality or
 - b. The vendor has a balanced work force. ("Balanced Work Force" means an equitable representation of handicapped persons, minorities and women in each level (job category) of a work force which approximates the percentage of handicapped persons, minorities and women available for jobs at each level from the relevant labor market from which the vendor recruits job applicants.) The vendor must submit:
 - i. A completed Work Force Analysis
 - ii. Supporting labor market information if requesting an exemption based on this reason and
 - iii. Equal Employment Opportunity Policy Statement
3. Vendors must, within fifteen days, provide the contracting agency with a list identifying any subcontractor(s) or specifying that none exists. Similar contract compliance requirements apply to subcontracts awarded under the state contract.
4. Agencies awarded grants under SAVS will be contacted by the Department of Justice Contract Compliance Officer if an affirmative action plan is required.
5. Questions regarding contract compliance issues **only** should be directed to:

Contract Compliance Officer
Wisconsin Department of Justice
PO Box 7857
Madison, WI 53707-7857

C. Nondiscrimination

The award recipient must comply with non-discrimination in both both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and handicap in its programs or activities. The grantee will also comply (and will require any subcontractor to comply) with any additional applicable federal

nondiscrimination requirements, including Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681); the Age Discrimination Act of 1975 (42 U.S.C. § 6102); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); 28 C.F.R. pt. 54 (U.S. Department of Justice Regulations – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance) 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal treatment for Faith-Based Organizations); Ex. Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations); and Ex. Order 13559 (Fundamental Principles and Policymaking Criteria for Partnerships with Faith-Based and Other Neighborhood Organizations). In accordance with these laws, the grantee will not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, religion, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights, and the OCVS.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budget and in conducting its programs and activities.

IX. Appendices

A. Wisconsin Statutes 165.93 Sexual assault victim services; grants.

(1) **DEFINITIONS.** In this section:

(a) "Department" means the department of justice.

(b) "Sexual assault" means conduct that is in violation of s. 940.225, 948.02, 948.025, 948.03, 948.055, 948.06, 948.07, 948.08, 948.085, 948.09 or 948.10.

(e) "Victim" means an individual who has been sexually assaulted, regardless of whether the sexual assault has been reported to any governmental agency.

(2) **GRANTS.**

(a) Beginning on January 1, 1995, the department shall provide grants to eligible organizations from the appropriation under s. 20.455 (5) (gc) to provide services for sexual assault victims.

(b) An organization is eligible to apply for and receive a grant under this section if the organization meets all of the following criteria:

1. The organization is a nonprofit corporation or a public agency.
2. The organization provides or proposes to provide, either directly or through a contract, subcontract, service agreement or collaborative agreement with other organizations, entities or individuals, all of the following for sexual assault victims:
 - a. Advocacy and counseling services.
 - b. Crisis telephone line services on a 24 hours per day and 7 days per week basis.
 - c. Professional education about intervention for sexual assault victims and community education programs for the prevention of sexual assault.
 - d. Services for persons living in rural areas, men, children, elderly persons, physically disabled persons, minority groups and other groups of victims that have special needs. This subdivision does not require the applicant to provide services to any group of persons that does not reside in the applicant's service area.

3. The organization does not receive more than 70% of its operating budget from grants under this section.

4. The organization does not provide all of its services under subd. 2. a. to d. by contract, subcontract, service agreement or collaborative agreement with other organizations, entities or individuals.

(c) Whenever the department reviews applications for grants under this section, the department shall consider all of the following:

1. The need for sexual assault victim services in the community in which the applicant provides services or proposes to provide services.
2. The degree to which the applicant's services or proposed services are coordinated with other resources in the community and state.
3. The needs of urban and rural communities.
4. The needs of existing and proposed programs and services.

(3) REPORTING REQUIREMENTS. An organization that receives a grant under this section shall report all of the following information to the department for each fiscal year covered by the grant:

(a) The total expenditures that the organization made on sexual assault victim services in the period for which the grant was provided during that fiscal year.

(b) The number of persons served by general type of sexual assault victim services provided in the period for which the grant was provided during that fiscal year. The department shall identify for organizations the general types of sexual assault services provided.

(c) The number of persons who requested sexual assault victim services in the period for which the grant was provided during that fiscal year but who did not receive the sexual assault victim services that they requested.

(4) LIST OF ELIGIBLE ORGANIZATIONS. The department shall certify to the government accountability board, on a continuous basis, a list containing the name and address of each organization that is eligible to receive grants under sub. (2).

History: 1993 a. 16, 227; 1995 a. 225; 2005 a. 253, 277, 278; 2007 a. 1.

B. Statistical Requirements

Program Name: _____

1. Statutory Requirements

Section 165.93(3), Wis. Stats., requires the Department of Justice to collect the following information from all SAVS grantees.

- Please report the statistics from **January 1 through December 31**.
- These numbers should reflect both primary and secondary victims of sexual assault
- Numbers reported should reflect the sexual assault statistics for the entire agency, not just the sexual assault victims served by the SAVS grant.

A. REPORT THE NUMBER OF PERSONS SERVED BY TYPE OF SEXUAL ASSAULT VICTIM SERVICE LISTED. THE STATISTICS SHOULD REFLECT ALL PRIMARY AND SECONDARY SEXUAL ASSAULT VICTIMS SERVED BY THE AGENCY AND <u>NOT</u> JUST THE NUMBER OF VICTIMS SERVED WITH THE SAVS GRANT.	
<p>1. PERSONAL ADVOCACY – DEFINED AS AGENCY ADDRESSES VICTIM’S/SURVIVOR’S SELF-IDENTIFIED NEEDS THROUGH AN ONGOING SUPPORTIVE PROCESS OF LISTENING, PROVIDING EMOTIONAL SUPPORT, IDENTIFYING OPTIONS, PROBLEM SOLVING AND SKILLS DEVELOPMENT.</p> <p>* REPORT THE NUMBER OF VICTIMS PROVIDED SERVICES SUCH AS SECURING RIGHTS, REMEDIES AND SERVICES FROM OTHER AGENCIES; LOCATING EMERGENCY FINANCIAL ASSISTANCE, INTERVENING WITH EMPLOYERS, CREDITORS AND OTHERS ON BEHALF OF THE VICTIM; ASSISTING IN FILING LOSSES COVERED BY PUBLIC AND PRIVATE INSURANCE PROGRAMS INCLUDING WORKMAN’S COMPENSATION, UNEMPLOYMENT BENEFITS, ETC. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p>2. SYSTEMS ADVOCACY – DEFINED AS AGENCY ACTS ON BEHALF OF AND IN SUPPORT OF VICTIMS TO ENSURE THEIR INTERESTS ARE REPRESENTED AND THEIR RIGHTS UPHELD. THIS INCLUDES LEGAL AND MEDICAL ACCOMPANIMENT/ADVOCACY AS WELL AS THE DEVELOPMENT OF COOPERATIVE RELATIONSHIPS WITH COMMUNITY PARTNERS IN ORDER TO IMPROVE SYSTEMS RESPONSE TO ALL SURVIVORS. AGENCIES DO NOT NEED TO REPORT THE NUMBER OF CCR, SART OR OTHER NETWORKING MEETINGS.</p>	
<p>a. CRIMINAL JUSTICE SUPPORT/ADVOCACY - NUMBER OF VICTIMS THE AGENCY PROVIDED SUPPORT, ASSISTANCE, AND ADVOCACY AT ANY STAGE OF THE CRIMINAL JUSTICE PROCESS INCLUDING POST-SENTENCING SERVICES AND SUPPORT. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p>b. EMERGENCY LEGAL ADVOCACY - NUMBER OF VICTIMS THE AGENCY ASSISTED IN FILING TEMPORARY RESTRAINING ORDERS, INJUNCTION AND OTHER PROTECTIVE ORDERS, ELDER ABUSE PETITIONS, AND CHILD ABUSE PETITIONS. THIS MAY INCLUDE THE NUMBER OF VICTIMS THE AGENCY PROVIDED SUPPORT TO DURING CHILD CUSTODY AND VISITATION PROCEEDINGS WHEN DIRECTLY CONNECTED TO SEXUAL VIOLENCE CASES AND TAKEN TO ENSURE THE HEALTH AND SAFETY OF THE VICTIM. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p>c. MEDICAL ADVOCACY – NUMBER OF VICTIMS THE AGENCY PROVIDED SUPPORT, ASSISTANCE, AND ADVOCACY FOR MEDICAL CARE RELATED TO THE SEXUAL ASSAULT/ABUSE. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p>3. INFORMATION/REFERRAL – AGENCY PROVIDES AND MAINTAINS CURRENT INFORMATION PERTAINING TO APPROPRIATE COMMUNITY RESOURCES.</p> <p>* REPORT THE NUMBER OF <u>IN-PERSON</u> CONTACTS WITH VICTIMS DURING WHICH TIME SERVICES AND AVAILABLE SUPPORT ARE IDENTIFIED. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p>4. SUPPORT GROUPS – AGENCY PROVIDES REGULAR FACILITATED MEETINGS OF VICTIMS/SURVIVORS OF SEXUAL VIOLENCE AND/OR SURVIVOR ALLIES (E.G. FAMILY MEMBERS, PARTNERS) WITH A SUPPORTIVE AND EDUCATIONAL FOCUS.</p> <p>* REPORT THE NUMBER OF PEOPLE THAT ATTENDED SUPPORT GROUPS. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	
<p>5. THERAPY – AGENCIES THAT RECEIVE SAVS FUNDING ARE NOT REQUIRED TO PROVIDE THIS SERVICE; HOWEVER, SOME AGENCIES DO PROVIDE THIS SERVICE AND IT IS IMPORTANT TO RECORD THE NUMBER OF VICTIMS THAT RECEIVE THIS SERVICE DIRECTLY FROM SAVS GRANT RECIPIENTS.</p> <p>* REPORT THE NUMBER OF VICTIMS THE AGENCY PROVIDED INTENSIVE PROFESSIONAL PSYCHOLOGICAL AND/OR PSYCHIATRIC TREATMENT. THIS INCLUDES THE EVALUATION OF MENTAL HEALTH NEEDS AS WELL AS THE ACTUAL DELIVERY OF PSYCHOTHERAPY. DO NOT INCLUDE THE NUMBER OF VICTIMS REFERRED TO THERAPY. (THIS NUMBER SHOULD NOT EXCEED THE NUMBER LISTED FOR ITEM B.)</p>	

Sexual Assault Victim Services Grant Program Guidelines
 Revised 8/15

6. COMMUNITY OUTREACH AND PREVENTION EDUCATION – AGENCY INCREASES AWARENESS AND UNDERSTANDING ABOUT SEXUAL VIOLENCE THROUGH COMMUNITY OUTREACH AND ENGAGEMENT. PLEASE REPORT THE FOLLOWING:	
a. NUMBER OF COMMUNITY EDUCATION/PREVENTION/OUTREACH PRESENTATIONS. DO NOT INCLUDE AWARENESS EVENTS SUCH AS HEALTH FAIRS, PARADES, OR TAKE BACK THE NIGHT.	
b. NUMBER OF PEOPLE ATTENDING COMMUNITY EDUCATION/ PREVENTION/OUTREACH PRESENTATIONS. DO NOT INCLUDE AWARENESS EVENTS SUCH AS HEALTH FAIRS, PARADES, OR TAKE BACK THE NIGHT. (THIS NUMBER MAY BE DUPLICATED.)	

B. THE TOTAL NUMBER OF <u>UNDUPLICATED</u> SEXUAL ASSAULT VICTIMS RECEIVING SERVICES FROM THE AGENCY.	
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C. THE NUMBER OF PERSONS WHO REQUESTED BUT DID NOT RECEIVE SEXUAL ASSAULT SERVICES.	
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24-HOUR CRISIS RESPONSE – (AGENCY PROVIDES A TELEPHONE NUMBER WITH 24-HOUR IMMEDIATE ACCESS TO A PERSON TRAINED IN PROVIDING SEXUAL VIOLENCE CRISIS COUNSELING/INTERVENTION, INFORMATION AND REFERRALS.)	
* REPORT THE NUMBER OF CALLS THE AGENCY RECEIVED FROM VICTIMS AND THE GENERAL PUBLIC NEEDING SEXUAL ASSAULT SERVICES AND INFORMATION. (THIS NUMBER MAY EXCEED THE NUMBER LISTED FOR ITEM B.)	

2. Sexual Assault Victim Services Statistics

- Breakdown the number of unduplicated sexual assault victims served by the entire agency by location (county or tribe) and age
 - Write “unknown Location” if victims did not disclose their location.

VICTIMS SERVED BY LOCATION	LOCATION:	LOCATION:	LOCATION:	LOCATION:	LOCATION:
CHILDREN (12 & UNDER)					
TEENS (13 – 17)					
ADULTS (18 & OVER)					

TOTAL NUMBER OF CLIENTS SERVED (ALL AREAS COMBINED): (THE TOTAL SEXUAL ASSAULT PLUS DOMESTIC VIOLENCE WITH SEXUAL ASSAULT SHOULD EQUAL B ABOVE.)	
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3. Dual Service Agency

If the agency is a dual sexual assault/domestic violence agency, indicate the number of sexual assault clients that presented as sexual assault victims and the number that presented as domestic violence victims with sexual assault issues.

(The total Sexual Assault plus Domestic Violence with Sexual Assault should equal B above)

Sexual Assault:	Domestic Violence with Sexual Assault:
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REPORT THE <u>TOTAL</u> EXPENDITURES MADE BY THE ORGANIZATION ON ALL SEXUAL ASSAULT SERVICES. NOT JUST SAVS FUNDING. (THIS AMOUNT SHOULD NOT BE LESS THAN THE AMOUNT SPENT WITH THE SAVS GRANT.)	
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WI SAFE Fund

WI (Sexual Assault Forensic Exam) Fund

The WI SAFE Fund is a program that reimburses health care providers for the cost of a forensic medical exam for victims of sexual assault.

Eligibility for payment through the WI SAFE Fund:

The victim must meet one or more of the following criteria:

- Victim did not wish to report crime to law enforcement
- Victim did not wish to cooperate with law enforcement
- Victim did not wish to submit bill to insurance provider
- Victim did not wish to submit bill **or any portion of bill** to other available payer source (i.e. patient, guarantor, guardian, etc.)
- Victim and/or guardian did not have insurance

SAFE Fund Statute 949.20: <http://docs.legis.wisconsin.gov/statutes/statutes/949/II/20/2>

SAFE Fund Administrative Rules: <https://docs.legis.wisconsin.gov/code/register/2016/725B/insert/jus11>

What costs are covered by the SAFE Fund?

- Collection of the victim's medical history
- Collection of a forensic history of the events of the assault
- Physical examination of the victim for evidence of the assault
- Photographs of the physical evidence of the sex offense, if the health care provider conducting the examination has been trained to take photographs for use as evidence
- Evaluation, testing, and prophylaxis for sexually transmitted diseases
- Evaluation of the risk of pregnancy
- Collection of blood and urine using the collection kit provided by law enforcement (this does not include drug testing conducted by the medical facility)
- Cost for the use of the medical facility for the examination

Billing

- It is the responsibility of the health care provider to request reimbursement for the cost of the SANE exam.
- A health care provider may not bill the victim, or family of the victim, for any of the examination costs, identified above.
- A health care provider seeking SAFE Fund reimbursement shall provide an itemized bill with individual charges listed for each reimbursable charge, along with a SAFE Fund request for reimbursement form.
- Only one itemized bill shall be submitted for each examination.
- If insurance has paid any portion of the forensic exam, an EOB must be sent with the request for reimbursement form and itemized bill.

Payment

- The Department of Justice will make payment directly to the health care provider.
- The Department of Justice will pay two-thirds of the amount billed for eligible services, up to a maximum of \$1,266.15 for each examination.
- Exceptions: The Department of Justice may approve an award in excess of the maximum amount, if the health care provider submits evidence that the maximum amount did not fairly and equitably compensate it for the costs incurred in conducting the examination.
- Beginning January 1, 2017, the maximum amount of an award shall be adjusted annually by the "inflation factor" as defined in s. 79.05(1)(am) Stats., and certified by the department of revenue under s. 79.05(2m), Stats.

Paying for Forensic Exams

Office of Crime Victim Services
Wisconsin Department of Justice
Phone: 608-264-9497 (Madison office)

SAFE (Sexual Assault Forensic Exam) Fund

Any health care provider conducting a sexual assault forensic evidence gathering examination may apply.

2007 Wisconsin Act 20 created statutory language Chapter 949, Subchapter II. Funding is GPR.

SAFE Fund criteria:

The victim must meet one or more of the following:

- Does not want to report the sexual assault crime to law enforcement.
- Does not wish to cooperate with investigation and/or prosecution.
- Does not want insurance or any other payer source billed

Additional Requirements:

- Application must be made within one year after the date of the examination.
- Sexual Assault must have occurred in Wisconsin

Section 949.20(3) provides:

“Examination costs” means the costs of an examination that is done to gather evidence regarding a sex offense, any procedure during that examination process that tests for or prevents a sexually transmitted disease, and any medication provided or prescribed, during that examination process, that prevents or treats a sexually transmitted disease that the person performing the examination or procedure believes could be a consequence of the sex offense. “Examination costs” does not include any processing or administrative costs, attorney fees, or other expenses.

Crime Victim Compensation (CVC)

Any victim may apply. Application by a minor made by parent or guardian. Homicide survivors may apply.

Chapter 949, Subchapter I. The law applies to crimes committed on or after January 1, 1977.

Funding is GPR, federal grant, and revenue from fees and restitution, paid by convicted offenders. Approximately \$3.3 million available annually.

CVC eligibility:

- Innocent victim who suffers injury from a crime that is compensable by law
- Survivor of an innocent victim killed due to a criminal act
- Crime must be reported to law enforcement within five days of occurrence
- Application must be filed within one year of the crime

CVC pays for:

- Funeral expenses, limited benefit
- Medical, dental, counseling and treatment expenses resulting from the crime
- Lost wages
- Loss of support
- Limited property replacement for property held as evidence and destroyed by crime lab testing
- Crime scene cleanup costs
- Property loss or damage is not covered other than the above exceptions
- Payer of last resort; collateral sources must be used first
- Maximum of \$40,000 per claim with additional \$2,000 funeral benefit

Payment is accomplished by the hospital submitting:

- the SAFE Fund Request for Payment cover sheet
- a copy of the bill, which must be itemized and include a list of medications administered

SAFE Fund does not cover:

- Treatment of physical injuries
- Drug testing
- Medication for emergency contraception
- Procedures, tests, services not within the scope of the SANE nurse or examination Protocol
- Counseling
- Follow-up visits

A claim will be determined ineligible under Wis. Stat. § 949.08 if:

- the victim's actions caused or contributed to the victim's injury or death.
- the victim committed a crime that led to the injury or death.
- the victim must cooperate with the investigation and prosecution and with the CVC program.
- the victim must not have been a passenger in a car with a driver who the victim knew was under the influence of an intoxicant.

Payment is accomplished by the victim submitting a CVC application form within one year of the crime occurring. If determined eligible, CVC will pay providers directly with sufficient documentation provided by the victim. Victims will be paid directly for lost wages and any out-of-pocket costs resulting from the crime with documentation.

CVC does not cover property loss or damage other than what is identified above. Money losses are not covered.

HOW WILL MY CLAIM BE PROCESSED?

- Once your application has been received, CVC will request the law enforcement investigative report from the law enforcement agency. CVC will use the law enforcement report and your application to determine if your claim is eligible.
- The time it takes to determine eligibility varies considerably, depending on the complexity of the claim. However, submitting all requested materials to the Wisconsin Department of Justice in a timely manner will help facilitate the processing of your claim.
- For eligible claims, payments will begin as soon as all necessary information has been submitted and reviewed.
- For ineligible claims, a written denial decision and explanation of the appeal procedure will be mailed to you.

WILL I HAVE TO REPAY THE PROGRAM?

- Typically victims are not asked to repay the Program. However, if you receive money from the offender or a third party through restitution or any civil action, you must re-pay the state for any money paid out on your behalf.



Attorney General Josh Kaul
Wisconsin Department of Justice
17 West Main Street
P.O. Box 7951
Madison, WI 53707-7951
608-266-1221

WISCONSIN DEPARTMENT OF JUSTICE OFFICE OF CRIME VICTIM SERVICES

MADISON

Risser Justice Center, 8th Floor
17 West Main Street
P.O. Box 7951
Madison, WI 53707-7951
Victims call toll-free: 1-800-446-6564
Others: 608-264-9497
TTY: 800-947-3529
Fax: 608-264-6368

MILWAUKEE

State Office Building
819 North Sixth Street, Room 180
Milwaukee, WI 53203
Phone: 414-227-1804
Fax: 414-227-1842

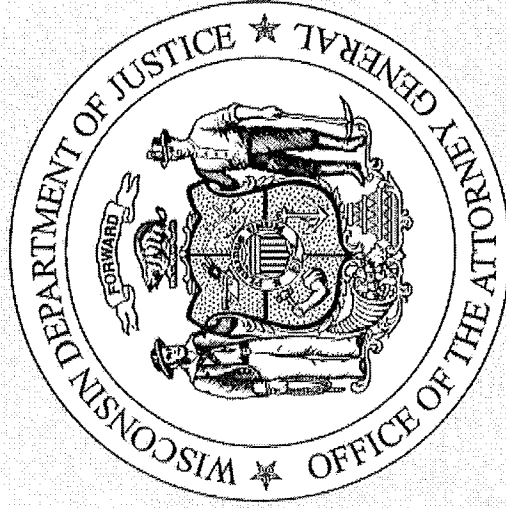
VISIT US ONLINE AT:

www.doj.state.wi.us/ocvs

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WISCONSIN DEPARTMENT OF JUSTICE
ATTORNEY GENERAL JOSH KAUL

FINANCIAL HELP FOR
VICTIMS OF CRIME



**CRIME VICTIM
COMPENSATION PROGRAM**

OFFICE OF CRIME VICTIM SERVICES

**JUSTICE ISN'T SERVED
UNTIL CRIME VICTIMS ARE**

WISCONSIN DEPARTMENT OF JUSTICE - OFFICE OF CRIME VICTIM SERVICES

WHO MAY BE ELIGIBLE?

- An innocent victim who suffers injury from a compensable crime as identified by law.
- A dependent or legal representative of an innocent victim who has been killed as a result of a crime.
- A person who is injured while aiding a crime victim or helping a police officer.
- A person who suffers a reaction from the death of a family or household member.
- A person injured in a car accident caused by an intoxicated driver, who was:
 - a pedestrian or a passenger in the other car.
 - a child passenger in the offender's car.
 - unaware that the driver was under the influence of alcohol or an illegal drug.
- An adult who was the victim of a crime as a minor.
- A parent of a minor victim.

WHAT MUST I DO TO BE ELIGIBLE?

- The victim's conduct must not have caused or contributed to the victim's injury or death.
- The victim must not have committed a crime that led to the injury or death.

- The crime must be reported to law enforcement within five days of the crime.
- The victim must cooperate with law enforcement officials in their investigation and prosecution of the crime.
- The applicant must file a claim within one year of the date of the crime.
- The applicant must cooperate with the Wisconsin Department of Justice by supplying requested information in a timely manner.
- If the victim is listed on the statewide child support lien docket, certain requirements must be met in order to become eligible.

WHAT COMPENSATION MAY BE PAID?

- The State of Wisconsin pays for four years of eligible expenses from the date of the crime or up to \$40,000 for out-of-pocket expenses that are not paid or payable by a private or group insurance plan, public funds, or any other source, including payments made by the offender. Eligible expenses include:
- Medical, hospital, surgical, pharmacy and mental health counseling expenses.
 - Lost wages for medical disability.
 - Loss of support to a dependent of a crime victim who is killed.
 - Reasonable replacement costs of clothing or bedding held as evidence—up to \$300.

- Reasonable replacement value for property held as evidence and rendered unusable by crime lab testing—up to \$200.
- Reasonable replacement of any computer or mobile telephone held as evidence—up to \$200.
- Reasonable and necessary costs for securing and cleaning a crime scene—up to \$1,000.
- Cost of caregiver services.
- Expenses related to mental health treatment and work loss for parents of a minor victim—up to \$3,000.
- Reasonable and necessary housing adaptations for a protracted disability—up to \$5,000.
- Reasonable funeral expenses—up to \$5,000.
- Eligible expenses for adults victimized as children—four years worth of expenses or up to \$40,000.
- Property loss or damage is not covered other than those items described above.

*If you have medical coverage through another source for the payment of your medical or mental health expenses, you must be treated by a provider who accepts that source of payment.

LEGAL REPRESENTATION

- You do not need an attorney to file a claim.

Crime Victim Compensation Program

WHO IS ELIGIBLE?



- A person injured or killed as a result of a compensable crime
- A person injured or killed while attempting or succeeding in: 1) preventing a crime/aiding law enforcement; 2) apprehending an offender of a crime; OR 3) aiding a victim of a compensable crime
- Victim must have suffered actual bodily harm or mental/psychological trauma

WHAT CAN CVC PAY FOR?

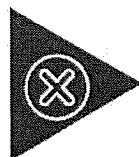


- Medical and dental expenses
- Mental health expenses (both victims and parents of minor victims)
- Net loss wages for victims, parents of minor victims, and family/household members of homicide victims
- Funeral/burial expenses

Max. benefit
per claim:
\$40,000

Crime Victim Compensation pays for additional expenses **beyond** those listed above. See complete **List of Compensable Crimes** on the back of this handout.

WHAT MAKES A CLAIM INELIGIBLE?



- Victim engaged in conduct which substantially caused or contributed to their death/injury
- Victim committed a crime that caused or contributed to their injury/death
- Victim did not cooperate with law enforcement or prosecution

For questions or to apply, call: 1-800-446-6564

List of Compensable Crimes

- 346.62(4) Reckless Driving
- 346.63(2) or (2) Operating Under Influence of Intoxicant or Other Drug
- 346.67(l) Duty Upon Striking (Pedestrian Only) (eff 4.4.96)
- 346.67(l) Duty Upon Striking (Involving a Bicyclist or Person in a Buggy) (eff 04.13.16)
- 940.01 First-Degree Intentional Homicide
- 940.02 First-Degree Reckless Homicide
- 940.03 Felony Murder
- 940.05 Second-Degree Intentional Homicide
- 940.06 Second-Degree Reckless Homicide
- 940.07 Homicide Resulting from Negligent Control of Vicious Animal
- 940.08 Homicide by Negligent Handling of Dangerous Weapon, Explosives or Fire
- 940.09 Homicide by Intoxicated Use of Vehicle or Firearm
- 940.10 Homicide by Negligent Operation of Vehicle
- 940.19 Battery; Substantial Battery; Aggravated Battery
- 940.20 Battery; Special Circumstances
- 940.201 Battery or Threat to Witnesses
- 940.21 Mayhem
- 940.22(2) Sexual Exploitation by a Therapist
- 940.225 Sexual Assault
- 940.23 Reckless Injury
- 940.235 Strangulation & Suffocation (eff 4.25.14)
- 940.24 Injury by Negligent Handling of Dangerous Weapon, Explosives or Fire
- 940.25 Injury by Intoxicated Use of a Vehicle
- 940.285 Abuse of Vulnerable Adults
- 940.29 Abuse of Residents of Penal Facilities
- 940.30 False Imprisonment
- 940.302(2) Human Trafficking
- 940.305 Taking Hostages
- 940.31 Kidnapping
- 940.32 Stalking (eff 06.14.96)
- 940.305 Taking Hostages
- 940.31 Kidnapping
- 940.32 Stalking (eff 06.14.96)
- 941.327 Tampering with Household Products
- 942.09 Representation Depicting Nudity (eff 04.13.16)
- 943.02 Arson of Buildings; Damage of Property by Explosives
- 943.03 Arson of Property Other Than Building
- 943.04 Arson with Intent to Defraud
- 943.10 Burglary
- 943.20 Theft
- 943.23(lg) Operating Vehicle Without Owner's Consent While Possessing Dangerous Weapon
- 943.32 Robbery
- 943.81 Theft from a Financial Institution
- 943.86 Extortion against a Financial Institution
- 943.87 Robbery of a Financial Institution
- 948.02 Sexual Assault of a child
- 948.025 Engaging in Repeated Acts of Sexual Assault of the Same Child
- 948.03 Physical Abuse of a Child
- 948.04 Causing Mental Harm to a Child
- 948.05 Sexual Exploitation of a Child (eff 04.24.12)
- 948.051 Trafficking of a Child
- 948.06 Incest with a Child (eff 04.24.12)
- 948.07 Child Enticement
- 948.075 Use of a Computer to Facilitate a Child Sex Crime (eff 04/24/12)
- 948.08 Soliciting a Child for Prostitution (eff 04.24.12)
- 948.085 Sexual Assault of a Child Placed in Substitute Care
- 948.09 Sexual Intercourse with a Child Age 16 or Older (eff 04.24.12)
- 948.095 Sexual Assault of a Student by a School Instructional Staff Person
- 948.20 Abandonment of a Child
- 948.21(l) Neglecting a Child (eff 04.13.16)
- 948.30 Abduction of Another's Child; Constructive Custody
- 948.51 Hazing

The Crime Victim Compensation Program

Who is eligible?

- A person who is injured or killed as a result of a compensable crime
- A person who is injured or killed while attempting or succeeding in:
 - Preventing a crime/aiding law enforcement,
 - Apprehending an offender of a crime, or
 - Aiding a victim of a compensable crime
- Compensable crimes are listed in Wis. Stat. §949.03(1)(b)- see reverse side
- Victim must have suffered actual bodily harm, or mental/psychological trauma.
- Examples:
 - A person who has been physically assaulted
 - A person who reports a sexual assault
 - A victim of domestic violence
 - A family member, domestic partner, or someone who resides with a homicide victim
 - A person who was victimized as a child and is now an adult.

What can CVC pay for?

- Medical expenses
- Dental expenses
- Mental health for both victims and parents of minor victims
- Net lost wages for victims, parents of minor victims and family/household members of homicide victims
- Loss of support
- Caregiver services
- Clothing/bedding held as evidence
- Computer/mobile phone held as evidence
- Property destroyed by crime lab testing
- Securing/cleaning of a crime scene
- Funeral/burial expenses

The maximum benefit per claim is \$40,000.

Property loss or damage is not covered other than those items described above. The victim must have suffered a physical injury or mental/psychological trauma.

What makes a claim ineligible?

- The victim engaged in conduct which substantially caused or contributed to his/her injury or death
- The victim committed a crime that caused or contributed to his/her injury or death
- The incident was not reported to law enforcement within 5 days of the crime or within 5 days of when the crime could reasonably have been reported*
- The application is not filed with the Program within one year of the date of the crime*
- The victim does not cooperate with law enforcement, through prosecution.
 - However, criminal charges do not have to be filed; a crime victim can still apply and be found eligible.

*Note that these timelines may be waived in certain instances, particularly if the application involves a child or vulnerable adult.

*Exceptions also apply to adults that were victimized as children.

Examples:

- A victim who does not cooperate with the investigation or prosecution
- A victim who is injured or killed while engaged in an illegal drug transaction
- A victim whose wallet has been stolen

How do victims apply?

- Victims can call the toll free line at **1-800-446-6564** to have an application sent to them
- The application can also be accessed on the website: www.doj.state.wi.us/ocvs

The program does not cover property crime, property loss, legal fees, or stolen money or prescriptions.

Law enforcement is required by statute to provide information about crime victims' rights, including information about the Crime Victim Compensation Program, to all victims.



346.62(4)	Reckless Driving
346.63(2) or (6)	Operating Under Influence of Intoxicant or Other Drug
346.67(1)	Duty Upon Striking (Pedestrian Only) (Effective 4/4/96)
346.67(1)	Duty Upon Striking (Involving a Bicyclist or Person in a Buggy) (Effective 4/13/16)
940.01	First-Degree Intentional Homicide
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940.05	Second-Degree Intentional Homicide
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940.08	Homicide by Negligent Handling of Dangerous Weapon, Explosives or Fire
940.09	Homicide by Intoxicated Use of Vehicle or Firearm
940.10	Homicide by Negligent Operation of Vehicle
940.19	Battery; Substantial Battery; Aggravated Battery
940.20	Battery; Special Circumstances
940.201	Battery or Threat to Witnesses
940.21	Mayhem
940.22(2)	Sexual Exploitation by a Therapist
940.225	Sexual Assault
940.23	Reckless Injury
940.235	Strangulation & Suffocation (Effective 4/25/14)
940.24	Injury by Negligent Handling of Dangerous Weapon, Explosives or Fire
940.25	Injury by Intoxicated Use of a Vehicle
940.285	Abuse of Vulnerable Adults
940.29	Abuse of Residents of Penal Facilities
940.30	False Imprisonment
940.302 (2)	Human Trafficking
940.305	Taking Hostages
940.31	Kidnapping
940.32	Stalking (Effective 6/14/96)
941.327	Tampering with Household Products
942.09	Representations Depicting Nudity (Effective 4/13/16)
943.02	Arson of Buildings; Damage of Property by Explosives
943.03	Arson of Property Other Than Building
943.04	Arson with Intent to Defraud
943.10	Burglary
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943.23(1g)	Operating Vehicle Without Owner's Consent While Possessing Dangerous Weapon
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948.051	Trafficking of a Child
948.06	Incest with a Child (Effective 4/24/12)
948.07	Child Enticement
948.075	Use of a Computer to Facilitate a Child Sex Crime (Effective 4/24/12)
948.08	Soliciting a Child for Prostitution (Effective 4/24/12)
948.085	Sexual Assault of a Child Placed in Substitute Care
948.09	Sexual Intercourse with a Child Age 16 or Older (Effective 4/24/12)
948.095	Sexual Assault of a Student by a School Instructional Staff Person
948.20	Abandonment of a Child
948.21(1)	Neglecting a Child (Effective 4/13/16)
948.30	Abduction of Another's Child; Constructive Custody
948.51	Hazing

2015 Wisconsin Act 350: Crime Victim Compensation

Effective: Applies to claims for crimes committed on or after April 13, 2016

If the applicant was a minor when the crime was committed, applies to applications submitted on or after April 13, 2016.

DOJ Procedures Amended:

- The formula for determining “loss of support” benefits is clarified. *949.06(1)(e)*
- DOJ may waive, in the interest of justice, the requirement that victims report the crime to law enforcement within 5 days of the crime, or within 5 days of when the crime could reasonably have been reported. *949.08(1)*
- DOJ may award each victim, parent of a victim, or in the case of a homicide, family member of a victim up to 2 weeks of lost wages without requiring proof of disability from a physician. *949.06(1)(b)4.*
- DOJ may make award payments as either one lump sum or in periodic payments. *949.07*

Updated Definitions and Terminology:

- The act changes the word “homemaker” to “caregiver” to allow benefits that ensure caregiver duties can be continued until the victim is able to resume the performance of the duties, or until the cost of services reaches the maximum allowable. *949.06(1)(bm)*
- The definition of “personal injury” now includes “mental or psychological trauma” instead of “nervous shock.” *949.01 (5)*
- The definition of “family member” now includes foster parents. *949.06(1m)(a)*

I. NEW BENEFITS FOR VICTIMS

A. Newly added compensable crimes:

- Representations depicting nudity under 942.09
- Neglecting a child under 948.21(1)
- Manufacturing methamphetamine near child or premises under 48.02(1)(g)
- Duty upon striking person under 346.67(1) if the victim was riding a bicycle or in a buggy.

See 949.03 for full list of compensable crimes.

B. Victims can apply for the following new awards:

- Adults victimized as children can apply for benefits. The program can pay eligible expenses for four years (or \$40,000 maximum) which can include expenses incurred up to one year prior to the application being filed. *949.08(1m)(b)*
- Up to \$3,000 for expenses related to mental health treatment and work loss for **parents** of a minor victim. *949.06(1)(bg)*
- Up to \$5,000 for reasonable and necessary housing adaptations if the victim suffered a protracted disability. *949.06(1)(br)*
- Up to \$200 for reasonable replacement of any computer or mobile telephone held as evidence. *949.07(1)(cg)*

C. Victims are eligible for increased funeral/burial benefits:

- The program can now pay \$5,000 (previously \$2,000) for reasonable funeral and burial expenses. Funeral and burial expenses will be included in the overall \$40,000 maximum award limit. *949.06(1)(d)*

II. NEW LIMITATIONS ON AWARDS

- The program may only pay expenses incurred within four years of the date of the crime (see exception above, for adult applicants victimized as children). *949.08(1m)(a)*
- For the purpose of program eligibility, “family member” no longer includes aunt, uncle, nephew, niece or spouse’s/domestic partner’s parent or sibling. Note: Awards can still be made to persons who, immediately prior to the crime, lived in the same household with a deceased victim. *949.06(1m)(a)*
- The department may reduce an award related to certain reckless and drunk driving and vehicular injury crimes if the victim is not compliant with state vehicle liability insurance requirements. The reduction can be equal to what the victim would have received from an insurance program or payment if he or she had been compliant. *949.06(3)(b)*

Frequently Asked Questions

The Crime Victim Compensation Program is governed by Chapter 949 of the Wisconsin Statutes.

Applying and Eligibility
Compensation
Medical Treatment/Counseling
Restitution and CVC

Applying and Eligibility

What do I need to send with the application?

You do not need to send anything with the application but be sure to sign the application and provide all information requested. If you have already received medical bills, you may enclose itemized copies of them with your application form. The Program will contact you for further information to support your claim. The program relies on police reports that are requested directly from law enforcement agencies. You do not need to provide them.

What are the eligibility requirements?

To be eligible for the Crime Victim Compensation Program, you must be an innocent victim of crime or a family member of an innocent homicide victim.

- The victim's conduct must not have caused or contributed to the incident;
- The victim must not have committed a crime that led to the incident;
- The victim must cooperate with law enforcement and with the Wisconsin Department of Justice, Office of Crime Victim Services in supplying requested information;
- If the victim is listed on the Wisconsin Child Support Lien Docket, the victim must provide a copy of his/her alternative payment agreement that has been approved by the county child support agency;
- The incident must be reported to the police within 5 days of the crime, or within 5 days of the date the crime could reasonably have been reported (this time limit may be waived, in the interest of justice);
- The application must be received within one year of the incident.
- If the victim was injured in a car accident caused by a drunk driver, the victim must have been a pedestrian or a passenger in another vehicle, a child passenger in the offender's vehicle, or unaware that the offending driver was under the influence of alcohol or an illegal drug.

If it has been over one year since the incident occurred, can I still apply?

By statute, the crime victim compensation application must be filed with the Department of Justice within 1 year of the date of the crime. However, there are circumstances in

which this requirement may be waived. If the application is not filed within 1 year, attach a written statement explaining the reason for the delay. Do not wait until court is over or until medical treatment is completed to send in your application.

If a family member was a victim of a homicide, should all surviving family members fill out an application?

A family member, household member or domestic partner may file an application. If other survivors want to apply for crime victim compensation, they should contact the Office of Crime Victim Services to request a family/household member application.

If I don't want to go to court and prosecute the offender, can CVC pay for my bills?

Generally, no. The Program requires that victims cooperate with the prosecution of the offender including asking for restitution. If there is a health or safety concern, this requirement may be waived.

Compensation

Can I get paid for pain and suffering?

The Crime Victim Compensation Program does not pay for pain and suffering.

The police took my cell phone and/or computer, can CVC send me money to replace those items?

The Program may compensate up to \$200 for the reasonable replacement of any computer or mobile telephone held as evidence.

Can I get paid for mileage to appointments or court appearances and get paid for time off work for these events?

The Program cannot reimburse for mileage or for time off of work for appointments or court appearances.

I had car insurance, but they aren't paying for a while since my attorney is working on the case. Can CVC pay me anyway?

No, we must subtract any money paid (or TO BE paid) on a claim. That means if there is a civil suit pending, the Program routinely waits for the conclusion of the civil action before making payments. Some exceptions may be made for emergency situations.

Can I be paid for lost wages if I was paid in cash?

No, all lost wage claims must be documented through paycheck stubs or income tax returns.

If my employer already paid me through vacation pay or sick leave, may I still be paid crime victim compensation?

No, the Program must deduct all money paid for losses.

Do I need a doctor's excuse if I missed work?

No. The Program may cover up to two weeks of lost wages without a physician certifying the absence. Wage loss beyond two weeks must be documented as a disability by a physician.

Can CVC pay for the difference between my usual take-home wages and the amount I am now receiving in disability pay or worker's compensation?

Yes – with proper documentation.

What is this Physician Certification Form and what do I do with it?

The form gives the Program information about your treatment or disability. Give it to your treating physician.

Can I get paid for lost wages if my child was injured as a result of a crime?

Yes. Parents of minor victims may be paid up to \$3,000 (per parent) for lost wages. Additionally, regardless of the victim's age, family members of homicide victims may be reimbursed for lost wages.

Medical Treatment/Counseling

Can CVC just send the checks to me and I'll pay the medical providers?

No, the Program pays the medical providers directly because we have a two-thirds agreement with many of the providers. We may send reimbursement checks to applicants if they have paid costs out of pocket already and have documented their payments. They should send in canceled checks or itemized bills showing their payments.

I sent in a collection notice, is that enough? Why do I need to get an itemized bill?

The Program requires complete itemized bills for all medical, dental, funeral and

counseling costs. The itemized bill provides information needed to determine the charges were crime-related, the balances due, the account numbers and the address where to send the payment.

Do I have to submit bills to my insurance?

Yes, this Program is considered the last payer, by law. This means all insurances; public funding like Medical Assistance, Badger Care, Medicare, etc. must be billed first. The Program may pay co-pays due by the patient and costs denied by insurance. The Program will need documentation of all payments and/or denials.

Can parents be paid for counseling costs if they are being seen in addition to the victim?

Yes. The Program may pay up to \$3,000 (per parent) for counseling expenses incurred by parents of minor victims. Additionally, regardless of the victim's age, family members of homicide victims may be eligible for counseling expenses.

What do I need to do to get counseling paid for? Is there a limit to how long I can be treated?

The Program requires that your therapist complete an authorization form, which gives a diagnosis, treatment plan and estimated length of treatment. After that information is reviewed, the Program may determine what amount of counseling may be covered. The Program requires an authorization update form to be completed if treatment extends beyond 16 visits.

Restitution and CVC

What is the difference between restitution and compensation?

Restitution is ordered by the judge (court) at sentencing when an offender has been convicted of a crime. The offender is responsible to pay restitution if ordered by the court. Crime Victim Compensation is a fund available to assist eligible crime victims with their allowable expenses that are the result of a crime.

If restitution is ordered to me, why should I apply for CVC?

Offenders may be ordered to pay restitution but may be unable to pay for a variety of reasons. By applying for compensation, if a claim is found eligible, the victim is assured of timely payment of eligible expenses.

Do I have to send copies of my bills to the CVC program and to the DA's office?

In order to be sure we have all bills and insurance forms, etc., applicants must send copies of their bills and related documents directly to this Program as well as to the

DA's office if there is a pending case. Some costs can be ordered to be paid as restitution that may not be allowable to be paid by CVC.

How does the DA's office know what CVC pays on my claim?

The Program informs the DA's office of all payments made on cases.

What if the offender has been ordered to pay my costs through restitution?

If restitution is ordered and the offender is able to begin to make payments right away, the Program will not make payments. If the offender has been ordered to pay restitution but is incarcerated or unemployed, the Program will make payment and inform Probation and Parole of our payments so the offender will be held responsible for repaying this Program.

CERTIFICATION OF PROPOSED GUIDANCE DOCUMENT

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

On behalf of the Attorney General

A handwritten signature in blue ink, appearing to read 'Charlotte Gibson', is written over a horizontal line.

CHARLOTTE GIBSON

Division of Legal Services Administrator