

Overview of Domestic Abuse Funding through the WI Department of Children and Families (DCF)

Funding

All DCF grants are distributed through a competitive Request for Proposal (RFP). These grants are on a 5-year cycle. Registered programs are notified through eSupplier when these funds become available. (see how to register below)

Core grants through DCF include:

- Statewide Domestic Violence Services
- Domestic Abuse Children's Programming
- Statewide Hmong Family Strengthening Helpline
- Domestic Abuse Services for Immigrant, Refugee, and Former Refugee Communities
- Domestic Abuse Services for Traditionally Underrepresented Populations

Please see your contract for the continuation process and/or end dates of the funding.

Funding Notifications

eSupplier

The notification of release of RFPs will come from eSupplier. You must be a registered bidder in eSupplier in order to receive notification and to respond to an event. An RFP is an "event". The link to the eSupplier portal to register is:

https://esupplier.wi.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=WI_BIDDER. Once at the portal, you will find instructions on how to register along with contact information should you require technical assistance. The DCF contract administrator will not be able to send emails regarding the availability of funding through an RFP. It is important that you register in eSupplier to receive notifications. [eSupplier](#) is managed by the State of Wisconsin Department of Administration. DCF encourages completing the registration on eSupplier. By doing so, you will begin to receive automatic emails when DCF, and other State of Wisconsin agencies, release procurements using that system. Registration on eSupplier is available free of charge.

DCF has a webpage to provide information on upcoming funding opportunities. The page can be found at: [Anticipated Procurement Opportunities | Wisconsin Department of Children and Families](#) The intent of this page is to provide those interested in doing business with DCF a list of procurements DCF anticipates in the near future, allowing them time to plan. Please use the "Sign Up" feature to be notified when new opportunities are listed. This is for planning purposes only. RFP's are **only** released in eSupplier.

Continuation Funding Process

WANDA: Wisconsin Application for Non-profit Domestic Abuse Agencies is the online application system for contracts that are in the continuation cycle.

- The contract period typically is the calendar year. During the 5 year contract cycle, each year programs will complete a continuation application. Continuation applications are available each August through an on-line application system called WANDA. Applications should be completed and submitted by early September. With continuation funding, you can expect to receive grant funds each year, subject to continued availability of funds and satisfactory performance, without going through a competitive process.

The URL for WANDA is: <https://wanda.wisconsin.gov>

To gain WANDA access, you will need to create a MyWisconsin ID account. If you already have an account, you do not need to create another one. You can create a MyWisconsin ID account by going to <https://apps.wisconsin.gov/> and clicking on the 'Sign up' link.

- Create a MyWisconsin ID account by going to <https://apps.wisconsin.gov/> and clicking on the 'Sign up' link. Once you are registered on MyWisconsin ID, e-mail your contract administrator to request WANDA access.
- You will submit a brief application/budget through WANDA for DCF grants in the "contract renewal" years (typically the second – fifth years of the grant).
- Your on-line WANDA application will tell you the amount of funding available to your agency, by grant program, for the upcoming calendar year grant period. You are not able to apply for or request additional funds in the WANDA application process, as all available funds have been predetermined.

Grant Requirements

Requirements for each grant can be found in Exhibit 1 ("Scope of Service") of your contract. Please review these requirements annually and make sure that staff working on each grant are familiar with requirements.

Budget Modifications:

For all grants, if your approved budget varies by more than 20% for any line item (e.g. personnel or travel/training), seek approval from the grant administrator. The Budget Revision form can be found at: <https://dcf.wisconsin.gov/cwportal/domesticabuse>. Click on Resources for DCF Grantees, Domestic Abuse Contract Budget Revision Form.

Financial Reporting

SPARC: System for Payments and Reports of Contracts is the DCF system for monitoring and paying grant contracts.

- Grant expenditures are reported and processed on-line through the SPARC system. Monthly expenditure reports are submitted to the Department's SPARC system **by the 23rd^h day of the month following the month for which expenditures are being claimed**. More information can be found in your contract and on the SPARC homepage. The homepage for the SPARC system is:
<https://dcfsparc.wisconsin.gov/>
- If submitted on time, your reimbursement will be directly deposited to your account by the last day of the month. The status of your grants payments and contract balance can be checked on-line on the SPARC website. Click on "Statewide Reports" or "Agency Dashboard" to find reports of Contract Balance, Expenditure Information, and Payment Information.
- The person responsible for entering information in SPARC will need to request authorization following the steps below:
 1. Visit DWD Wisconsin Logon Management System (User Acceptance Agreement) and create Username (WIEXT ID) and password that you'll use for SPARC portal: <https://accounts.dwd.wisconsin.gov>
(If you already have a WIEXT ID, you can skip this step)
 2. Fill out the SPARC Authorization Form
<http://dcf.wisconsin.gov/files/forms/doc/5157.docx>
Submit the form to DCFFinanceGrants@wisconsin.gov
 - Form requires a supervisor's signatureDCF Finance will email a new user after the SPARC account is set up
 - Current turn-around time is 3-5 business days

Program Reporting

- You will submit an annual Client and Service Data Report. The reporting period is October 1– September 30 which conforms to the period that States must submit data to our federal funder. ***This is different than the contract period.***
- You will submit your Client and Service Data using an Excel spreadsheet that will be provided by DCF each year.

- All programs receiving Statewide Domestic Abuse Services, Children’s Programming, Underrepresented Populations, DV Services for Immigrant and Refugees grants are required to collect information on two Outcomes. The outcomes are:
 - As a result of contact with the domestic violence program, domestic violence survivors will have strategies for enhancing their safety.
 - As a result of contact with the domestic violence program, domestic violence survivors will have knowledge of available community resources.
- In addition to the Client Services and Data Report, you will submit a narrative report.
- You will upload your Narrative report and Outcome report in a system called Perform. You must register for access to this system. If you are registered for SPARC, you will have access to Perform.

Additional Requirements

- Your contract(s) will be sent to you via e-mail (from DCF DocuSign). There will be separate contracts for different grants (e.g., Statewide Domestic Abuse Services, Children’s Programming, Underrepresented populations). You will be given instructions on how to create an electronic signature and return the contract. You will not receive a hard copy, so please save your electronic copy. Please review the basic contract language every year.
- Review the contract for overall requirements, including Civil Rights Compliance (CRC), Affirmative Action, and audit. CRC Plans and Letters of Assurance are completed every four years.
- Each year, you will provide an updated Cost Allocation Plan and Indirect Cost Agreement/Statement. Instructions on uploading these documents can be found at:
<https://dcfspark.wisconsin.gov/files/sparcforms/pdf/sparcdocumentuploadinstructions.pdf>
- Your annual audit must be in on time (6 months after the end of your program’s fiscal year, typically July 1). Please be sure contract with an audit firm on a timely basis so that you can meet the deadline.