

# State Violence Prevention Grant Program

## Post-Award Webinar Frequently Asked Questions

### Affirmative Action Plan Requirements

**1Q:** Our Grant Agreement asks us to submit our latest audit and our Affirmative Action plan, but it doesn't say who we should send it to. Should we wait to pull together an affirmative action plan until you clarify what is needed specifically?

**1A:** Yes, a representative from the State Bureau of Procurement at DOA has received your contact information and has or will be reaching out to you to complete the Affirmative Action requirements. They will direct you on how to proceed.

If you are required to perform a certified annual audit per Article 19, you may email OVP ([ovp@wisconsin.gov](mailto:ovp@wisconsin.gov)) the audit report adhering to the timelines (30 days after receiving the auditor's report or nine months after the end of the audit period, whichever is earlier). You must also provide a copy of any audit of your financial statements within 30 days of receipt of the audit report. You may also be subject to a compliance audit.

### Reporting Requirements

**2Q:** How will you be asking for the progress reports? Will it be via email or via a portal?

**2A:** All reporting will be done using DocuSign and a link to the form will be provided for your use.

**3Q:** Will a final expense and progress report be due after the close of the grant period or will the August 15 report be the only report?

**3A:** The Department may require expense and progress reporting in addition to the reporting due August 15, 2026, at the frequency and level of specificity as deemed necessary by the Department and as permitted in the Grant Agreement. The Department will provide a framework for grantee reporting in the coming weeks.

### Budget Amendments

**4Q:** You spoke about wanting to make it easy to amend our budgets for direct and indirect costs. Does this mean we are free to move funds between our proposed categories as needed? Can we move line items? For example, supplies to salary.

**4A:** A budget amendment should only be needed if the total amounts on either your direct or indirect line must be changed, which are the only two budget lines stated in your Grant Agreement. Changes to specific budget category estimations as submitted in your grant

application (e.g. salaries, professional services, etc.) will generally not be required, and the need to revise these original estimations will be reviewed on a case-by-case basis.

In contrast, an amendment may be needed if your scope of work or activity timeline changes from the scope of work and activity timeline as referenced in your Grant Agreement. This will be determined on a case-by-case basis. The Department is anticipating few amendments will be required and grantees should maintain the scope of work and activity timeline as originally referenced in your Grant Agreement. Any change to a scope of work or activity timeline may secondarily result in changes to the budget details originally proposed in your grant application.

**5Q:** Where do we find the process for requesting a budget amendment if we need to do one?

**5A:** Please see response 4A to Question 4. If you believe the nature of your expenditure details (e.g. salary, professional services, etc.) have or will substantively change from what was proposed in your grant application, or if you believe that your scope of work or activity timeline has or will change to any degree, please reach out to the Office of Violence Prevention for further guidance.

## **Grant Payments**

**6Q:** Can agencies expect to receive their full award within 30 days of the Grant Agreement being signed?

**6A:** Funds will be disbursed once all eligibility checks have been completed and all required documentation has been received and reviewed.

**7Q:** Just to verify, if your start date was in March, is it okay to submit expenses that were incurred prior to receiving funds?

**7A:** The Grant Agreement Performance Period starts December 5, 2025, meaning you can receive grant funds for eligible expenses incurred as of that date, even if your Grant Agreement was signed in March. An expense is eligible if it meets the definition in Article 5 of your Grant Agreement, which states that the expense must be:

- a) incurred during the Performance Period (December 5, 2025, through December 31, 2026);
- b) directly attributable to tasks necessary to perform the activities and provide the deliverables set forth in the Scope of Work;
- c) consistent with Attachment B, Budget;
- d) reasonable in amount relative to the good or service being paid for; and
- e) consistent with the intent and scope of the Program as determined by the Department.

**8Q:** Can you explain the relationship between the progress reports and grant reimbursements?

**8A:** Grant funds will be paid to the grantee in a lump sum on an advance basis. Additional information can be found in question 6.

**9Q:** Since we are receiving a lump sum payment of grant funds, do we need to track any earnings on those dollars (i.e. bank interest)?

**9A:** Yes. Article 15 of the contract states the Grantee shall maintain all Grant Award funds in a separate bank account used exclusively for the Grant Award funds or the grantee shall specifically identify the Grant Award funds in a separate internal account used to track all deposits, obligations, and expenditures of Grant Award funds. As such, you are required to track bank interest.

Provided that you have an accounting system set up to separately track the funds, you do not need to deposit the funds in your own separate account but instead these funds can be deposited in your existing bank account.

**10Q:** Can these pre-paid funds be held in an interest-bearing account until they are reconciled with the monthly expenses?

**10A:** Yes. While not required, it is permitted and recommended for funds to be held in an interest-bearing account.

**11Q:** Does any unspent award and interest need to be repaid at the end of the period, or just the unspent award?

**11A:** Any interest would not need to be remitted back. All award amounts should be fully spent on eligible expenses as described in Article 5 of your Grant Agreement and in the manner prescribed above. If the grantee anticipates an inability to spend the full grant award, this should be immediately brought to the attention of the Office of Violence Prevention. Additionally, any expenses that are ineligible under Article 5 may be replaced with other eligible expenses or repaid to the Department.