

CY 2019-2020 CVS Funding FAQs

ZoomGrants Specific

1. We're a system-based agency who has never received VAWA funding. Do we still have to answer question #30 in ZoomGrants?
 - a. Yes, although this question is related to a VAWA requirement, OVP is requiring all system-based agencies to consult with non-profit agencies in developing their application. As a system-based program, you must answer this question, otherwise your application may be considered incomplete.
2. Would we need to list each person from DCJ individually as a collaborator or is there a general information e-mail to list (like cvsgrants@state.co.us)?
 - a. Please list each individual from DCJ separately. You can cut and past each individual from the list that is visible in ZoomGrants under the Summary tab.
3. Will ZoomGrants auto populate collaborators for new grantees?
 - a. No, you will need to add collaborators.
4. The Budget Summary in ZoomGrants does not auto-populate, but the excel budget sheet does?
 - a. Yes, Exhibit E BUDGET and BUDGET Narrative will auto-populate the Budget Summary section on the front page of the excel document. You will have to enter Budget Summary information manually in ZoomGrants.
5. We have two accounts in ZoomGrants: one for local VALE and one for CVS.
 - a. Contact Lindsey Johnson (lindsey.johnson@state.co.us; 303-239-5830). The account owner will need to resolve this, as they may need to be combined into one ZoomGrants account.
6. Does ZoomGrants provide a confirmation upon submission of the application?
 - a. You will see your application move from "incomplete" to "submitted applications". ZoomGrants will not let you submit if the application is not complete (except for attachments that are requested but not marked as required).
7. I am trying to familiarize myself with the new grant application in ZoomGrants, but when I log into my account, it only allows me to see my account profile and my current grants. There does not seem to be a button for Open Programs for which I can apply, and according to the instructions I should be able to access this via the homepage.
 - a. To view "Open Programs", visit: <https://zoomgrants.com/gprop.asp?donorid=2225>. If you have additional ZoomGrants questions, contact the Customer Care Coordinator, Lindsey Johnson (lindsey.johnson@state.co.us; 303-239-5830).

General Grant Application

1. What if my program is adamant about providing training to professionals and other programs?
 - a. You can request funds for training, but the rules are very strict about what type of training can be covered (see the instructions) and we have very few funds available for training. You may also want to consider writing two applications if

this is the case. You will want to consider all of the reporting requirements in relation to the amount of funding you are requesting.

2. If a program has multiple grants already, should they submit multiple applications or one?
 - a. If you have received two different funding sources/grants in the past from OVP, this will most likely remain the same. In any case, call OVP to discuss if you should submit more than one application. If you currently have special projects, OVP is encouraging you to combine this project into your current application.
3. If justification is required for higher requests in funding, where should programs indicate that the higher request is due to special projects?
 - a. Please note that in question #31 in ZoomGrants.
4. Are the Type of Services in the Statement of Work attachment new to this grant?
 - a. No, we've asked for this information in the past, it's just formatted differently for this application process.
5. Are one-time grants going to be provided again in this funding cycle?
 - a. We won't be conducting a separate funding process for one-time grants, but you can request one-time costs in your application.
6. In the application, what does it mean to "assist victims with victim compensation"?
 - a. Assisting victims with victim compensation does not necessarily mean helping them to complete the application. Assisting could mean anything from providing a brochure or application and making a referral to actually helping a victim complete the application and gather necessary documents.
7. Under collaboration in question #29, should we take it a step further and get Memorandums of Understanding with agencies?
 - a. You are not required to do this, but if you already have them and want to share them with us, you can upload the document into the documents tab in ZoomGrants.
8. Do you have a formal definition of collaboration?
 - a. No, in general it is a person or an agency that you work with and communicate with on a regular basis to better serve crime victims.
9. If our agency serves sexual assault victims, should we mark this question as yes in ZoomGrants question #26?
 - a. Mark YES only if you are able to serve sexual assault victims of any age. The service cannot simply be a referral to another agency.
10. If our program is the same but we are expanding to a new location, should we capture this in the Project Summary?
 - a. No, the Project Summary is a brief description of your project. Project changes should be described in *question #31 - Describe any significant project changes (programmatic) from the previously funded project.*
11. The Statement of Work instructions indicate that we "should only write down what CVS funds are paying for", but now you are indicating we should add match. What should we include?

- a. We consider CVS funds both your grant funds requested and the match funds that will be used for the project. You should include what you are asking for in grant funding plus the funds/volunteers that will be used as match. This is not a new requirement.
12. If we request funding for a position and match is for that position, do you need the number of people served with that match?
- a. Yes, include the number of people served with matching funds.
13. Can children who witness crimes be considered victims?
- a. Yes, we would consider them secondary victims, so they should be included as victims.
14. Does the Project Summary have a page limit?
- a. No. However, please be mindful that Grant Managers and the CVS Advisory Board have to read over 200+ grants. In addition, the project summary is supposed to be a brief description/overview of your project.
15. Do you have a recommended length for the number of pages?
- a. No, as this depends on the scope of your work.
16. There was an emphasis in the training on objectives that were quantitative as well as qualitative. Is that a suggestion?
- a. Please use whichever fits your program; not all agencies will have qualitative objectives.
17. Can we have a goal that covers two years and an objective that is only for one?
- a. Yes, for example you might be growing your program and the objective is not appropriate for two years.
18. Do self reported victimizations count for eligibility?
- a. Yes, agencies can use numbers for hotline or intake services as well.
19. Is a signature required to submit the application?
- a. No, signatures will be obtained at contracting.
20. Is there any strategic advantage to completing the application prior to the deadline?
- a. There is not a strategic advantage but it is helpful to not wait until the last day since sometimes people have trouble uploading documents or other logistical issues.
21. I could not find the funding amount.
- a. The amount listed in the Announcement for Calendar Years 2019 and 2020 is estimated at \$52 million; however, the amount is for a two-year period of time so that is why it seems higher than usual.
22. On page 12 of the instructions, under additional questions, there is a question about "Can your agency serve any age sexual assault victim?" We are a domestic violence agency that serves sexual assault victims in the context of domestic violence. We DO serve any age sexual assault victim, but our services are for domestic violence victims primarily. I am inclined to answer yes to this question, but need some guidance.
- a. It is fine to answer YES to the question "Can your agency serve any age sex assault victim?" Although you are primarily a domestic violence program, the key would be that if a person presented as a sexual assault victim, although it would

most likely be within the context of domestic violence, that you would be able to serve that victim no matter the age of the victim.

23. In formulating grant goals, which is better - more general, more specific, or something else?
- a. Goals are broad statements that describe what your program hopes to accomplish with the funds. It focuses on what results/outcomes you plan to achieve. Your goals should relate to the problem statement, project description and budget.
 - b. The objectives are where you will focus on how to accomplish your goals. You want to make sure it is focused, tangible, concrete and measurable. You can use the S.M.A.R.T. method of writing objectives: Specific, Measurable, Attainable, Realistic and Time specific.
24. I know we are limited to 3 objectives under each goal, but is there a limit to the number of goals that we can include?
- a. Applicants are limited to no more than four goals and three objectives for each goal.

Budget/Match

1. Will the Budget Summary in Excel help you calculate match amount needed?
 - a. The Budget Summary in Excel will not calculate the match amount needed. However, in ZoomGrants once you complete the budget summary, you can click the Print/Preview button and the amount of required match will calculate.
2. When you say “we prefer that you don’t use cash and in-kind match at the same time”, is that a requirement or a preference?
 - a. It is just a preference as it is usually easier to track match from just one source. We understand that you sometimes need to use both types of match to meet the match requirement.
3. VOCA requires a 20% match, but you are requesting 25%. Will that be adjusted if we are funded under VOCA?
 - a. Yes, we will adjust match at contracting depending on the funding source. To calculate 25% match, please divide the total requested by 3.
4. What else can be in-kind match other than volunteer hours?
 - a. Donated office space, donated items for victims, really anything you would otherwise pay cash for that is donated to you for the project.
5. How do you track match expenses in your accounting system?
 - a. While you are required to track cash match expenses through your accounting system, we cannot tell you how you have to track it. Some agencies have the ability to track match in their electronic accounting system and others have to track match using a subsidiary spreadsheet outside of their system. Volunteer hours used as in-kind match can be tracked using volunteer timesheets.
6. Can you use an Excel spreadsheet to track match?
 - a. Yes.
7. How do we track in-kind match?

- a. If you are using volunteer hours, then you must keep volunteer timesheet records to correspond with those hours. Also see question #5 above and consider talking to your financial officer/accountant for more help on tracking match in your accounting system.
8. Who do we call regarding budget eligibility?
 - a. Any questions about eligibility can be directed to your OVP grant manager. If you are not a current grantee, you can call our main number - 303-239-5719 - to speak to a grant manager.
9. Are we bound by the specifics that are put in our budget in our application and at the time of the grant agreement?
 - a. Yes, you are required to meet all requirements of the grant agreement. However, if you determine during the grant period that adjustments or changes are needed, you can complete a Form 4-A Budget Revision to request changes. If you have questions about when to complete that form, contact your grant manager.
10. Is it only the VOCA program that prohibits agencies from generating program income?
 - a. No, this is for all CVS funding sources. You can have fee for services as a separate program in your agency, but it cannot be under the CVS grant-funded project.
11. If you have more local VALE income through separate sources than there are lines on the budget form, what should you do?
 - a. In this instance you should combine all the local VALE funding sources on one line.
12. How should we enter funding if we have more funding sources than slots available?
 - a. In this instance you should combine like funding sources on one line. If there are still not enough lines, contact OVP for additional guidance.
13. Does the match need to fall under the provision of eligible activities?
 - a. Yes, any funds used for match must be used for grant-eligible activities.
14. Would the cost of living documentation for a specific area be justification for cost of living increases?
 - a. Yes.
15. Will the 2019/2020 grants still be reimbursed on a quarterly basis?
 - a. Yes. If your agency wants to request an exemption from this policy, please contact Ashley Riley Lopes for more information on this process at ashley.lopes@state.co.us.
16. For Personnel expenses, is it correct that the percent of salary requested must be greater than or equal to the percent of benefits requested?
 - a. Yes, the percent of benefits requested cannot exceed the percent of the position's salary that is requested.
17. What time frames should be used for non-personnel budget categories?
 - a. The more detail provided, the better. Remember that the time frame does not have to fit the funding cycle or calendar year; set a time frame that seems realistic for the project and expense you are requesting.
18. In what budget category should I request emergency funds?

- a. Emergency fund requests should be requested in the Supplies & Operating category. Please include a detailed description of what you anticipate the emergency funds will include in the Supplies & Operating budget narrative/justification, including the number of victims you anticipate serving and with what type of assistance. Each type of assistance (i.e. rental, relocation, etc.) should be separated out into individual line items.
- 19. How can we submit Personnel timesheets that are completed electronically?
 - a. A screenshot of the electronic timesheet is sufficient.
- 20. When entering the fringe benefits, do we need to break down expenses individually(e.g. taxes, insurance)?
 - a. If your accounting system tracks the fringe benefits by the specific breakdown of expenses, you should request the benefits this way in your application. However, you no longer have to break down this expense in the justification if your accounting system does not track this way; instead you can request an overall percentage of benefits. You do need to tell us what is included in the Fringe (i.e. health insurance, workers' comp, etc.), but do not need to show the exact calculation for each individual item like in the past.
- 21. Can local VALE administrative funds be used for match?
 - a. Yes, local VALE administrative funds can be used as match funding. Keep in mind, however, that the local VALE administrative funds used as match have to be used for grant-related and grant-eligible activities.
- 22. Are agencies able to ask for match waivers?
 - a. Partial match waivers can be requested, but agencies still need to complete the application showing 25% match and be aware that we will need to request the waiver from our federal funding office, which can take several months.
- 23. Does each item for emergency funds need to be specifically listed?
 - a. Yes.
- 24. How should we budget costs for trainings that are not advertised and we don't know the full costs yet?
 - a. Most agencies know about the conferences/training that might be available. Make a good faith estimate on the conference you want to attend and base costs on previous years' costs. You can always make adjustments to this line item once you get more information (although we won't be able to increase your grant award amount so plan accordingly).
- 25. If something comes up on a new request and you cannot spend all of your money, can you switch categories?
 - a. There is some flexibility with regard to your budget, but please contact us as soon as possible so we can discuss alternatives/options.
- 26. The application instructions indicate that no more than 95% of a position's cost can be paid for by VOCA grant funds – since that 5% is assumed to not be VOCA-related work, does that mean it cannot contribute to match?
 - a. The remaining 5% of the VOCA grant position cannot be used as match since it covers the non-VOCA eligible activities of the position.

27. Will the Budget Summary in Excel help you calculate match amount needed?
 - a. The Budget Summary in Excel will not calculate match for you.

Indirect Costs

1. When calculating indirect costs (IDC) for our budget, should we calculate per year or on the total cost of the project over the two years?
 - a. Calculate IDC on the two-year budget.
2. Can indirect costs cover personnel and supplies and operating?
 - a. Indirect costs are intended to pay for costs necessary to the running of your program that cannot easily be tied directly to your specific grant-funded project (e.g. toilet paper, etc.). If you can allocate a cost to a specific grant, it would not be an indirect cost.
3. When we report/request indirect cost expenses, should we specify what it was used for?
 - a. At this time, it is our understanding that we do not need to request information as to how you use indirect funds. When you are monitored, you will be asked to show that it is in the accounting system and allocated appropriately (i.e. applied at the approved rate to the direct expenses as outlined in your grant agreement). If you have a federally negotiated rate, we will ask for a copy of the rate agreement and will make sure that you are allocating at this percentage when we monitor your agency.
4. We have the 10% indirect costs added to our grant. Can I, as the accountant, use the 10% indirect costs and add VOCA to my time sheet and spend the funds using my time keeping track of the grants?
 - a. Yes that is fine to use indirect funds to pay for part of the accountant's time if you cannot directly allocate part of the accountant's time to the project (e.g. determine how much of the accountant's time is needed to administer the CVS/VOCA grant). If you can directly allocate, then this would be a direct expense, and not indirect. Just as an FYI, be sure to look at the "Resources for CVS Grantees and Applicants" on the DCJ website. There is a document specifically on Indirect Costs which may be helpful.

Eligibility Questions

1. Is training for law enforcement (LE) on domestic violence and sexual assault allowable?
 - a. This request would only be eligible under VAWA. Keep in mind that VAWA funds are very limited.
2. Is SART Coordination allowable?
 - a. Yes, SART coordination is allowable under both VOCA and VAWA.
3. If a victim is eligible and applies for victim compensation but is denied, can we request reimbursement from OVP for these costs?
 - a. VOCA funds cannot generally be used to pay for victim compensation eligible costs. There are a few exceptions, including specific medical devices/needs that can't be paid by victim compensation or other insurance within 48 hours. In addition, VOCA can pay for some emergency costs and some relocation costs.
4. Are services to individuals in detention centers eligible?

- a. Yes, but the services must be provided as a result of a person's victimization.
- 5. Can you please explain the eligibility of Public Service Announcements?
 - a. VOCA guidelines talk about the eligibility of awareness campaigns, public service announcements and education. This type of request should be in regards to outreach about your program's services and not prevention, which is ineligible.
- 6. Can you pay for billboards under this area?
 - a. You would need to make your case; billboards are not explicitly excluded. The billboard would have to include information about services provided to victims and include a phone number to access services. You could also use funds to advertise a hotline. Include how you will track and report on these types of initiatives.
- 7. Are services for personnel to scan victim files into new database eligible?
 - a. Yes, at a prorated rate.
- 8. Are Forensic Interviewers allowable under VOCA?
 - a. Yes, as long as the results of the forensic interview will be used not only for law enforcement and prosecution purposes, but also for the identification of victim needs such as social services, personal advocacy, case management and substance abuse. In addition, the interviewers need to be trained to conduct interviews appropriate to the developmental age and abilities of the person and the interviews must be conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center.
- 9. Are medical providers allowable under CVS Funds?
 - a. For the most part no. However, we can fund SANE Nurses if other funding sources are insufficient. It is up to the program to show how the sources are insufficient. In addition, programs are encouraged to provide victim services in conjunction with the exam.
- 10. Are Civicore subscriptions allowable?
 - a. Yes, the portions related to direct services.
- 11. Is project evaluation a VOCA allowable cost?
 - a. Yes, as long as it's for a VOCA funded project.
- 12. Is program schwag allowable?
 - a. No.
- 13. Can jackets or uniforms for volunteers and direct service staff be purchased?
 - a. Yes, if it's to provide direct services and related to the project.
- 14. Are food boxes that are handed out in our shelter allowable?
 - a. Yes, you must have this as a line item in your budget and keep documentation for purchases. You should also have a means to track how many individuals received a box, their victimization type, and what was in it for monitoring purposes.
- 15. Does travel reimbursement for victims have to be for in-state transportation only?
 - a. No. You can provide travel assistance to victims to/from different states for limited purposes.

16. Can we purchase a local transit pass for our victims to use?
 - a. No, you can reimburse one-way or round trips to receive services, but general monthly passes are not allowable.
17. Are court fees allowable?
 - a. No. However, we can fund a portion of an attorney to assist in U-Visa or T-Visa filings as they relate to a victimization.
18. Can we request a vehicle for mobile victim services?
 - a. The Board may approve funding for leased vehicles, but it must be related to direct victim services and cannot be used for non-victim services meetings, etc.
19. Are costs for transporting clients eligible?
 - a. Costs for transporting victims to participate in the criminal justice system or to seek services related to their victimization are eligible.
20. Are agencies allowed to request their own emergency funds instead of referring victims to COVA's emergency fund?
 - a. Yes, but you must track and retain all required documentation. Review the list of eligible emergency expenses (available on our website) before requesting these funds.
21. Are Lyft and Uber expenses eligible?
 - a. They must be for victim services.
 - b. What about tips for drivers? Yes, within reason.
22. Can grant funds pay for mortgage expenses for victims?
 - a. No, grant funds can only pay for rent expenses (not deposits at this time). First and last month's rent is allowable.
23. Are Crime Scene Clean-up expenses eligible?
 - a. Crime scene clean-up is ineligible.
24. Why doesn't VOCA like to pay for therapists?
 - a. VOCA doesn't mind paying for therapists, however, issues arise when a VOCA-funded therapist is also billing Victims Compensation, or insurance for the same therapy. Agencies who receive grant funds for therapists will have to closely track which clients are eligible for services under VOCA and which clients have insurance.
25. How can we pay for an audit?
 - a. CVS Funds will not pay for audits, unless the agency meets the federal annual income threshold of \$750,000 in federal funds received. If an agency does meet the \$750,000 threshold, they could use a prorated amount of grant funds to pay for the cost of an audit.
26. Can we use CVS funds to pay to increase accessibility/ADA compliance?
 - a. Yes, this is an allowable expense, but may need to be prorated. In addition, agencies will need to get approval from state and federal entities and determine if the building modification is being done to a historic building. This process can take a few months so agencies should plan accordingly.
27. Are intern stipends an allowable expense?
 - a. Yes, if the intern is doing victim services related to the project.

28. Can CVS funds pay for training for victim service advocates within a funded agency who are not paid for with the CVS funding?
 - a. Yes, but the amount allowed may need to be prorated.
29. Can grant funds be used to bring a trainer to the agency?
 - a. Yes, you can bring trainers from other areas to your agency. Costs must be reasonable.
30. Is funding limited to in-state training for advocates only?
 - a. No, out of state training is eligible if a similar training is not available in state. The Board may also be more open to teams going to training this year (please indicate benefit of sending more than one person).
31. Since these are federal funds, are there restrictions for assisting undocumented victims?
 - a. No, there are no restrictions on serving those who are undocumented.
32. If our agency pays a match for staff retirement, can we include this in our request?
 - a. Yes, you can include these costs with benefits if it is your agency's policy to pay these costs for staff.
33. Is there a financial limit on funding requested for leasing vehicles?
 - a. Not at this time, but as with all costs, they must be reasonable and justified.
34. Can VOCA funds pay for Coordinators?
 - a. Yes, but coordination needs to be related to enhancing/improving victim services.
35. I am wondering if program space or rent can be included in a CVS request?
 - a. Yes, rent and program space can be included in the CVS request. Just for reference, on page 55 of the CVS Application Instructions under 3(d) Organizational Expenses, it says that Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated cost of rent.
36. Can an agency request database licenses for all staff working on a database or only those that are funded by the grant?
 - a. The initial set up and maintenance fees of a database can be paid at 100% if the database is used solely for victim services purposes (otherwise it should be prorated). The licenses can be paid at 100% for those staff funded on the grant only.
37. Although it would be considered supplanting of funds for the Grant to pay a portion of an existing state funded position, would the same be true if the Grant were to pay a portion of a different position that is currently funded with state dollars?
 - a. Yes, it would be supplanting even for the second position since it is currently paid by state funds.
38. We believe the guidance indicated that any Leased Space for grant-FTE should be requested at a prorated amount equal to the ratio of total grant to agency funds, is this correct?
 - a. You are correct that any Leased Space for grant funded FTE should be requested at a prorated amount equal to the ratio of the grant program to the agency as a whole. If you have a current FTE rate for office space, you could use that.
39. Can we request one-time costs for our shelter (i.e. dog kennels, washer/dryer, mattresses, beds, stove/microwave, refrigerator)?

- a. You can request funding for these items specifically for a shelter. VOCA funding does allow equipment and furniture for shelters. Make sure you include a detailed justification in your application.
- 40. Are services to runaway juveniles eligible?
 - a. Services to juvenile victims of crime are eligible.
- 41. Are car seats allowable?
 - a. Generally, car seats for crime victims would be eligible in emergency situations.
- 42. Is security system maintenance an allowable cost?
 - a. Yes, if the security system is related to the provision of direct services to crime victims.
- 43. Can CVS funds pay for the Language Line?
 - a. Yes, if the language line is related to the provision of direct services to crime victims.
- 44. What if the victimization/crime occurred outside of the US? Is the victim still eligible for services under CVS funding?
 - a. Yes.