

## 2015 VOCA One-Time Funding – Questions & Answers

***We strongly encourage everyone to read the application instructions for specific information and examples. If you do not see your question here, it is most likely because we have responded to you individually or we are awaiting further clarification from the federal Office for Victims of Crime. We will post the remaining questions next week, so please check back for updates.***

1. Q: *If we are applying for technology-i.e. a laptop, can we do so if we serve victims of neglect in addition to victims that fall under OVP?*  
A: Yes
2. Q: *If clients are from a number of counties and cities, but we are located in only one place, which geographic location is the "Service Area?"*  
A: Please select all service areas where services will be delivered.
3. Q: *How might we apply for funds to replace EXPECTED funding loss? (We haven't yet been notified the amount of funding cuts from our local VALE.)*  
A: If at the time of application, you have a documented funding loss, then you may request funds to support ongoing direct services personnel whose position would have been reduced or eliminated as a result. OVP may request proof or documentation of the funding loss.
4. Q: *Under what category do shelter improvements fall?*  
A: This depends on your specific request. If you hire a contractor to complete the shelter improvements, this would be a professional services request. Physical Improvements examples include ADA Compliance (renovations to enable compliance and access). Maintenance or replacement or repair of essential items is allowable if you own your own building and all other funding options have been exhausted.
5. Q: *If we currently use volunteer hours on VOCA funds, can we use the remainder of them for this funding request?*  
A: Yes, as long as the volunteer hours are not already used as match on your current VOCA grant or any other grant.
6. Q: *What if the equipment costs more than \$5,000?*  
A: A single durable item costing less than \$5,000 should be listed as a supplies and operating expense. A single durable item costing \$5,000 or more should be listed as an equipment expense.
7. Q: *Is the webinar still planned on being posted for review by 9/11?*  
A: The recorded webinar has been posted on our website.
8. Q: *Is there a range amount for the award (i.e. an estimated minimum and maximum*

award amount)?

A: No

9. Q: *Which budget category should be used for software?*

A: Supplies and operating as long as the cost is less than \$5,000.

10. Q: *Does this fund include training/conference costs?*

A: Yes, you can request funds for victim services staff to attend training/conferences.

11. Q: *Which budget category should be used for staff skills training?*

A: Supplies and operating for registration fees, and travel costs related to training would go in travel category.

12. Q: *What sort of documentation will you be looking for to show loss of funding that supported a staff position?*

A: You need to explain what funding sources were lost and why the funds were lost. An example might be that your local VALE Board cut all grantees by 40% due to a decrease in collections. As a result, your local VALE grant that funds your victim advocate was cut by \$8,000. You may be asked to submit additional documentation, e.g. a letter from your local VALE Board describing funding cuts or losses.

13. Q: *Can we provide match in a different budget category than our request? (i.e: Match through Personnel, and Funding for Supplies/Operating)*

A: Match can be provided in a different budget category than your request, however, we suggest that you try to limit the number of budget categories you use to provide match as all matching funds must be tracked in your accounting system. Please see the instructions beginning on page 30 for more information about match.

14. Q: *What are the best ways for a network-style organization to apply in terms of what VOCA is looking for? By "network-style," I mean an organization with a statewide admin office but separate 501(c)3 programs underneath it.*

A: The applicant agency must provide direct services to crime victims. Please call our office if you have further questions.

15. Q: *If we are applying for training and want to pay the trainer, would they be a contractor?*

A: Yes

16. Q: *Is there a maximum amount of funding that we can request?*

A: No

17. Q: *What if we are unable to get three bids on a project by the time the grant is due for shelter upgrades?*

A: You will need to follow your organization's procurement policy, and you would

need to follow it if awarded funding (i.e. you do not need to receive the bids prior to being awarded funding).

18.Q: *Would training, if over \$5,000 be in supplies/operating?*

A: Registration fees would go in supplies and operating, and travel costs related to training would go in travel category. Please remember only in-state travel is allowed at this time. If you are contracting with someone to provide skills training to your direct services staff, then this would go in professional services/consultants category.

19.Q: *If applying for furniture how do we demonstrate a bidding process?*

A: The bidding process is for professional services expenses and equipment. Individual furniture items costing under \$5,000 would be listed under Supplies and Operating. Individual furniture items costing over \$5,000 would be listed under Equipment. You need to follow your organization's procurement policy for both professional services expenses and equipment.

20.Q: *If we are requesting money for new computer equipment for staff would we prorate the cost based on percentage of time each staff person contributes to victim services?*

A: Yes

21.Q: *Training requests can be made for direct service staff to attend the Colorado Advocacy in Action Conference?*

A: Yes, individual agencies should make that request.

22.Q: *Can the money be used to purchase a new building or shelter?*

A: No

23.Q: *Do you want attachments e-mailed or snail mail or both?*

A: Please download the list of required attachments and send them all together through regular mail only.

24.Q: *CASA is considering a state wide application for database support, website improvements statewide and marketing for recruitment of volunteers. Any guidance in a statewide request?*

A: The applicant organization must provide direct services to crime victims, amongst other requirements, to be an eligible applicant. Please refer to the application instructions and/or federal VOCA guidelines.

25.Q: *Since the one time funding applications are all considered "New" is it required to have the 25% match or is 20% adequate?*

A: The match requirement is 20% unless the agency does not have a history of providing direct victim services. In that case, the match requirement would be 25%.

26. Q: *Can the one-time VOCA funding be used to provide stipends for volunteers who provide crisis-line coverage/on-call time until regular funding becomes available?*

A: No, this is not eligible for this one-time funding opportunity.

27. Q: *I will be requesting a lap top and projector but I'm not sure how I relate that to goals and objectives...it will be used to train advocates but the goals and objectives pertaining to advocacy trainings have been written into the 2016 VOCA funds that the agency is already receiving.*

A: Unfortunately, we are unable to assist with formulating goals and objectives. However, any equipment purchase for training purposes must be fully justified and relate to direct victim services.

28. Q: *Could you please explain the program evaluation portion of allowable funds? We have a person hired to do evaluation, would that be allowable?*

A: Program evaluation is not allowable under the current VOCA guidelines. It is unknown when the new guidelines will be enacted. You may make the request in case the new regulations pass prior to contracting. If passed, program evaluation would be eligible if conducted on the VOCA funded project only. In addition, VOCA funds cannot supplant. Therefore, if you already have a person hired to conduct program evaluation, this would be ineligible with regard to VOCA, or any CVS funds.

29. Q: *Did I hear you correctly that the whole building must be ADA compliant before we can request shelter improvement funding? We are trying to bring the shelter into better ADA compliance.*

A: No. VOCA funds can be used to make ADA compliance upgrades.

30. Q: *Do mailed attachments need to arrive at the VOCA office by 09/25?*

A: Attachments must be postmarked by 9/25/15.

31. Q: *Do we enter the funds we will receive for 2016?*

A: Yes

32. Q: *Do you have a ballpark average grant amount?*

A: No

33. Q: *For a project that is strictly related to facilities improvement, would the grant committee prefer the problem statement to address the critical needs for the facilities or should it reflect the broader need for DV shelter and services in the service area, or both?*

A: Unfortunately, we cannot speak to what the CVS Board would prefer. However, in general a problem statement should make a logical connection between the request and the overall benefit to crime victims.

34. Q: *For professional services contracted, do we need to have the contract in place by the grant deadline?*

A: No, but it must be in place and approved by DCJ prior to spending the money. Submit DCJ Form 16.

35.Q: *Under the Consultant category, are attorney fees an eligible cost?*

A: This would most likely not be a one-time nonrecurring cost, therefore ineligible for this funding opportunity.

36.Q: *I submitted my initial information and it stated that I would possibly have to wait 5 days for an approval? Is that time frame accurate?*

A: If you are referring to your applicant profile, please contact Kathy Holland directly to set that up. We do not want you to set up your applicant profile yourself. Kathy may be reached at (303) 239-4395. Kathy will let you know when your profile has been approved.

37.Q: *Would two separate apps be due for training costs as well as a new client management system?*

A: No, please submit one application.

38.Q: *What if the cost for software or case/management upgrade is in excess of \$5,000? Do we still request under supplies and operating?*

A: If the single cost of the software is \$5,000 or more it should be listed under Equipment. If you are paying for a company to complete a "software upgrade," you would most likely be paying a contractor. If that is the case, it should be listed under Professional Services budget category. Please call your grant manager if this does not answer your specific question.

39.Q: *If we are asking for a server which will be used for the whole organization, do we need to only ask for percentage of direct service staff?*

A: Correct, VOCA could not pay for the entire cost of the server in this example.

40.Q: *Under the VAWA reauthorization, we are required to serve men. We are eager to do that, but we need a full bathroom in the basement of our shelter. Are we able to apply for funding for this purpose?*

A: Unfortunately, VOCA cannot pay for capital improvements or construction costs.

41.Q: *Do you have the narrative that you read on the Federal Indirect Cost rate? We have an approved rate and I wanted the details on that section.*

A: Please refer to page 44 of the Application Instructions for more information. The webinar and PowerPoint are also posted on the website.

42.Q: *What is an example of exactly WHAT could be requested under evaluation? We have hired an evaluator who will be conducting focus groups, client surveys, etc. to gather data around program outcomes, specifically around effectiveness of client programming/services. Once completing that data collection, many hours will be*

*needed to analyze that data and compiling the data, which would be a one-time intensive period (during that May 2016-Dec 2016). Is this an eligible request?*

A: Program evaluation is not allowable under the current VOCA guidelines. It is unknown when the new guidelines will be enacted. You may make the request in case the new regulations pass prior to contracting. If passed, program evaluation would be eligible if conducted on the VOCA funded project only. In addition, VOCA funds cannot supplant. Therefore, if you already have a person hired to conduct program evaluation, this would be ineligible with regard to VOCA, or any CVS funds.

43.Q. *Our organization provides our clients with information about Crime Victim's Compensation – does providing the information qualify us as assisting victims with Crime Victim's Compensation?*

A: Yes

44.Q: *Our organization's primary purpose is not direct service, but skill-building for direct service providers and two of our projects are direct service and/or the coordination of direct services working to increase the safety of victims. Are we eligible to apply for a database program that tracks the direct services for these projects?*

A: For this funding opportunity, your organization must provide direct services to crime victims to be eligible. Therefore, the database that you describe would be considered ineligible.

45.Q. *Does this funding stream allow for the possibility of attending out of state skills training?*

A: No.

46.Q. *Is it acceptable to include all items (webinar technology, a contracted short-term position for a project, etc.) under one application, even if the individual requests are unrelated to each other?*

A. Yes, as long as all are related to enhancing or expanding direct services to crime victims; are one-time, nonrecurring; and otherwise eligible expenses under the VOCA guidelines.

47.Q: *Can VOCA funds be used to pay for supervised visitation?*

A: No.

48.Q: *Does our match have to go in the same category as our request?*

A: No. Match must be related to the victim services project, but not in the same budget category. Please try to limit your match to one budget category if possible, as your accounting systems will have to track your matching funds.