

Frequently Asked Questions for VOCA NOFO SFY21

1. I'm wondering if a date has been set or whether the Grants Management Unit (GMU) will be offering a Victims of Crime Act (VOCA) pre-application teleconference this year?

The VOCA Pre-Application Training Webinar was presented Thursday, January 23 and Friday, January 24, 2020 at <http://dcfs.nv.gov/Programs/GMU/GMU/>. The webinar will also be available Friday, January 31, 2020 at 10 am PST and Tuesday, February 4, 2020 at 2pm PST.

2. The application states Indirect is capped at 10%. If my agency has a Federal Indirect Cost Rate, can I request that rate, even if it is higher than the 10%?

Yes. However, if you are going to request a higher rate, the Federal Indirect Cost Rate letter must be attached.

3. Please clarify what you mean by Homeless as a victim category.

The Division of Child and Family Services (DCFS) has determined that victims of crime who are homeless are considered an underserved population under VOCA and agencies who serve victims who are homeless are eligible for VOCA funding. Additionally, an amount of \$250,000 has been designated for Innovative VOCA funding, specifically targeting homelessness-related victim services excluding shelter. For this funding, agencies must describe in their application, how services will be provided to victims to meet an unmet need.

4. Do all the regular VOCA rules apply to the Innovative grant, or is that exempt from anything?

All the VOCA rules apply to any VOCA-related funding.

5. Are the value of Public Service Announcements (PSAs) run by local media outlets applicable?

The value of PSAs run by local media outlets would be acceptable as match, as long as those PSAs were for the performance of direct services, training victim assistance providers, or coordinating direct services. The PSA's would not be applicable if they are for prevention.

Match Guidelines:

- a. Cash (i.e., the value of direct funding for the project).
- b. Volunteered professional or personal services, the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program; however, if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes.
- c. Materials/equipment, but the value placed on lent or donated equipment shall not exceed its fair market value.
- d. Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
- e. Non-VOCA-funded victim assistance activities, including, but not limited to, performing direct services, coordinating or supervising those services, training victim assistance providers, and advocating for victims. PSA services being provided not prevention

Frequently Asked Questions for VOCA NOFO SFY21

6. On the application form, section K, should it say SFY20 Award and SFY21 request? Should we include the amount on our LOI from SFY20, or the amount we were awarded through 12/31/2019?

Yes. There was a typo and this should reflect the current VOCA Award amount, if received, along with the SFY21 requesting amount. In the SFY20 funding award box, if you received VOCA funding for SFY20, place the total amount as reflected in the Letter of Intent to fund that was sent prior to your NOSA as that is the total amount of the award for SFY20.

7. Under Section E. Victim Populations to be served, is it okay if we have more than 100%?

No. The victim population should equal 100%. If your agency is assisting multiple populations, place the percentage in what fits the best. For example: If you serve victims of child abuse and child sexual assault, both are classified as Child Abuse. You would not count them in Child Abuse, Sexual Assault, and Domestic Violence. This question is to designate which funding category best fits and if your agency fully understands the population being served.

8. For the Agency Self-Assessment, it says to complete and return within five business days. Do we send that separately, or include it in the application packet?

It should be included in the application packet.

9. We participated in the VOCA 101 webinar but do not see the agency eligibility assessment. Where can we find the link to complete the assessment?

Please complete the Pre-Subrecipient Questionnaire (Agency Self-Assessment) in lieu of the eligibility assessment.

10. What if an agency doesn't receive a copy of pay stubs for employees?

DCFS needs proof that your agency has paid the employees. Whatever documentation your agency retains to prove that you have paid your employee is acceptable. The ideal method is via pay stubs and/or payroll register. An agency should be able to receive the pay stubs from the entity it uses to issue the payment.

11. In the past, there have been lots of forms that we had to complete. Things like Assurances and certifications, but these are not listed on the application checklist. Do we still need to complete them?

These will be completed at the time of NOSA signing.

12. What is acceptable as proof of payroll taxes paid?

Proof of payroll taxes paid can be provided by submitting documentation from the payroll service utilized to issue pay checks to employees, or submitting a printout of payments made to the Federal government by visiting the Electronic Federal Tax Payment System website <https://www.eftps.gov/eftps/> where these documents can be printed.

13. How do you calculate the match at 20%?

Match is 20% of the total award, which is the amount granted to the agency plus match. The formula for Match is (Award amount divided by 80%) multiplied by 20% to equal the match total. When the Letter of Intent to Fund is sent out, the Match total will also be included.

14. Is travel to provide direct victim services in rural communities still allowed? Round trip travel in the rurals often exceeds 150 miles.

Yes. This is considered mileage to provide direct services to clients, so it would be allowed. Mileage logs would need to be provided and maintained for reimbursement.

15. Would you further define the VOCA Administrative time allowable expenses, please?

VOCA Administrative time is time that is not generally considered direct victim services, but involves necessary and essential activities to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, DCFS and the subrecipient must agree that direct services to victims cannot be offered without support for these administrative expenses, that the subrecipient has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. Administrative time is not allowed under VOCA unless the administrative tasks being funded contribute to providing direct services to victims. DCFS recommends that an agency including administrative time in their budget, should include those expenses under the Indirect cost category unless those services directly contribute to providing direct services.

16. Will slides be available after this webinar?

Yes. They are posted on the website at <http://dcfs.nv.gov/Programs/GMU/GMU/>

17. If the Executive Director speaks in front of community groups to raise awareness on domestic and sexual violence, is that allowable under VOCA?

Public speaking and presentations are allowable using VOCA funds, as long as those presentations are made in schools, community centers, or other public forums, and they are designed to identify crime victims and provide or refer them to needed services. VOCA funds may be used to promote awareness and MAY NOT be used for prevention. VOCA does not pay for prevention services. Presentation materials, brochures, and newspaper notices can also be supported by VOCA funds.

18. I was told food was unallowable. Is there a certain type that is allowable vs unallowable? For instance, we have a client activity night that includes dinner. Will that be allowable?

Food is allowable under VOCA when it is provided to victims of crime as part of providing emergency assistance to victims of crime. Food is otherwise unallowable under VOCA.

19. What if you are looking at starting a new program, such as support groups for children affected by domestic violence, but your agency is still doing all the traditional VOCA programs such as helping survivors apply for protection orders and go to court. Would that be an innovative or a traditional application?

In this case, the agency should apply for two VOCA awards – one traditional and one innovative for the support groups for children, if those activities are outside the normal scope of services funded by your agency.

20. Just to clarify, if the organization has received past funding, to receive the innovative portion, 2 grant applications will need to be completed.

Correct. If an agency wants to expand services to receive the innovative funding, they would have to complete two applications. If the agency simply wants to continue current services, only one application would be necessary.

21. Does attendance at this webinar meet the pre-application requirements or is there something else that needs to be completed?

Attendance to one of the live webinars satisfies the pre-application training requirement.

22. Can we get an update on the funding for January if possible – has there been any word from OJP since last week?

As of today, January 28, 2020, DCFS has not received word from Office of Victims of Crime (OVC) regarding the availability of VOCA funding for January – June 2020; however, the request to drawdown this six-month disbursement has been formally submitted to OVC and DCFS is awaiting a response from OVC within the week. DCFS will provide updates via email to all VOCA subrecipients as soon as more information is available.

23. If we use a third-party payroll system, will you accept their report in addition to our agencies labor allocation for the employee's activity-based cost allocation?

Yes; however, additional documentation is also required. For reimbursement of personnel wages, an activity-based time sheet and pay stub must also be provided for each employee working under VOCA.

24. Please expand on volunteer log sheets if a timesheet is used.

Volunteer log sheets are a consolidated list of when volunteers arrive and depart from the agency to provide volunteer services and are helpful in verifying volunteer time.

25. VOCA doesn't pay for food, but we often get donations of food. Can we use food donations as a match for VOCA Funds even though that is not something VOCA would pay for?

Food donations can be used as match as long as the donations are used to assist victims, for example, if the donated food goes to the shelter or is provided to victims. If the food is used for conferences or training, it would not be allowable as match.

26. If the county pays utilities and rent for the program, does their financial county runs serve as proof of payment?

The Grants Analyst associated with your agency would have to review the documentation for acceptability. In order for Requests for Reimbursement to be accepted- an invoice, cost allocation, and proof of payment must be provided to DCFS. Proof of payment is a check stub or bank statement. Other forms of documentation would have to be approved by DCFS prior to reimbursement.

27. Email submission of the application can be difficult from rurals, will multi-email submissions be accepted?

Yes. Please label each email with "VOCA application part 1 of 3," etc. You will receive one confirmation email stating how many attachments and emails we received.

28. With DCFS' new VOCA Training grant, will you be making training opportunities available to subrecipients?

Yes. These training opportunities will be communicated with subrecipients by their Grants Analyst as they become available and posted on the website. If at any time during the subaward period the subrecipient needs Technical Assistance, they should contact their Grants Analyst and assistance will be provided in an adequate form as quickly as possible.

29. Our volunteer time sheets look different from staff timesheets. Do they have to look the same as the staff timesheet? The volunteer timesheets do have services and times listed.

Frequently Asked Questions for VOCA NOFO SFY21

The volunteer timesheets do not have to look the exactly the same as a staff timesheet; however, volunteer hours and services must be recorded, documented and signed off by a supervisor in the same manner as a paid employee.

30. Do we have to complete assurances for this application or will that take place at the time of the NOSA?

The Assurances will be completed at the time the NOSA is signed.