

**Victims of Crime Act (VOCA) State Fiscal Year (SFY) 2022  
Notice of Funding Opportunity (NOFO) Frequently Asked Questions**

## Application/Training Questions

**I am receiving an error message when I try to submit/get into the online application. How can I submit if I keep getting this error message?**

If an agency is receiving an error message from the online application, save the error message and submit that, along with your application, via email to us at [DCFSgrants@dcfs.nv.gov](mailto:DCFSgrants@dcfs.nv.gov).

**Is it possible to amend the online submission form so that a PDF can be uploaded to it (instead of a copy/paste field for text); and/or is it possible to submit by some other means (i.e., emailing the attachments)?**

The DCFS is trying to make our processes more digital and things look quite a bit different with this change. If you feel your application needs the pictures/figures/tabs, etc., you are more than welcome to add them as attachments. At this time, we are unable to change the application process to include these in the online form. We would highly recommend reviewing the new format and new questions as this application process is quite different from our previous applications.

**In the future can you please send the PowerPoint out in advance? It would be helpful to have had it so we could write notes on the slides. This is a lot of info.**

We are unable to send out the PowerPoint in advance as it would be unfair to those potential applicants who would not have received the PowerPoint in advance. It is also required for agencies to attend a live event. The slides are available as a PDF by request after the first live training event. The training was recorded and is available on our website.

**Are these presentation/slides available so I can refer to them?**

Yes. If you would like a copy of the slides, please email Jean at [JBooth@dcfs.nv.gov](mailto:JBooth@dcfs.nv.gov). The presentation is also available on our website.

**If you do not use the online form, can you still submit electronically at the end?**

The electronic form is a web-based form. You do need to use this to apply for VOCA and send your attachments in an email. If two or more emails are necessary, please make sure to specify that in the subject.

**Is the online form to be printed and included in the PDF Application?**

No. The online application is just those sections and goes to us directly. Only email us attachments.

**Do we do the application twice? One in PDF (via Email) AND Online?**

No, just once. You will apply online and the supplemental documents (application form, scope of work table, budget narrative, and any required attachments) will be submitted via emails.

**Just wanted to confirm the application is completely electronic and no wet signatures or hard (paper) copies will be required to send in, correct?**

No. You will have some documents to send in, including a signed, 3-page document. Please review the NOFO thoroughly for all requirements.

**Do you anticipate experiencing any lag/delays on the application form website due to all of the applicants who will be completing this application? I have experienced this in the past with other online grant applications, who do we reach out to for technical assistance, if needed?**

We only anticipate approximately 80 applicants for this funding. If you are having issues with the web application, please notify Jean Booth at [Jbooth@dcfs.nv.gov](mailto:Jbooth@dcfs.nv.gov) and Julie Lindsmith at [Julie.lindsmith@dcfs.nv.gov](mailto:Julie.lindsmith@dcfs.nv.gov). We will assist as much as possible.

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**Does the online form save as you go along, like if you want to complete the Self-Assessment, will that save; it only showed a submit button?**

It does not save, but you can leave it open for quite a long time without losing the information. The application guide is helpful if you feel you will not be able to complete in one setting. We recommend utilizing the guide and copy/paste into the online form when you are ready to submit.

**If an organization gets an award for both the general and innovated funds, do they need to submit two (2) reports on their funding or is it in one report?**

Everything is completed with one application – you do not have to apply multiple times for traditional and innovative funding. After funding decisions have been made, there would be only one report. Further information will be provided after funding decisions have been made to those with traditional and innovative funding.

**What percentage of the award will be funded for Innovative projects?**

\$1,000,000 is reserved for innovative projects with \$17,000,000 to traditional projects.

**What should we do if our physical address is confidential?**

Place “confidential” on the application. The applications will only be seen by GMU staff and the Evaluation Committee. All Evaluation Committee members sign a confidentiality agreement and are not allowed to share anything from the information they review during the evaluations.

**Can we write the Proposal Narrative in Word and then copy and paste it into the online form?**

You can, but you cannot paste any tables or graphics.

**Can the grant narrative have a table in it?**

In the online form in Section 3- Proposal Narrative, Field 4- Goals and Objectives you can only use words. The online form does not allow for tables or graphics. However, you are also required to submit Section 4- Scope of Work table. This can be found on the Application Form after the signature section. You will need to complete the Scope of Work table with goals, objectives, activities, etc. in the table format.

**Just to confirm: no tables in the narrative sections?**

That is correct.

**What if an Agency serves more than one Victim category? Example: Child Abuse and Underserved? What Percent is assigned?**

Look at what staff salary allocation is spent on each category and what makes more sense for your agency in assigning percentages to categories. You can also research your agency's prior reports to see the number of victims and type you service and calculate your percentage from that.

**We provide services to people who became victims in rural Nevada of crimes against the person as listed in NRS 200. On the Federal Priority Victim Population, would I list 100% as "underserved"?**

Rural victims are considered underserved so yes, you are able to utilize this category. However, if you are able to specify this better, that would be great. For example, you operate an agency that is designed to focus on children. We recommend that you put 100% in the Child Abuse section and in the Narrative, elaborate on how the children are both underserved due to being in a rural community and a victim of abuse.

**Should we notate that overlapping categories could be used for both and let you decide where needed as apps come in?**

There are added questions in the Narrative to help clarify this information in your application. We encourage you to utilize your best estimate from information your agency collects regarding the populations you serve. In the questions you answer regarding clients that are underserved, you will elaborate more on this population. We will utilize this information if needed to assist with funding category placement.

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**We assist domestic violence victims who are homeless and who are a member of the LGBTQ2+ community. We have children who are a secondary victim of DV but also a victim of child abuse. Many of our clients have disabilities. I'm not sure how we determine who to put where. How should we break up the percentages under victim population?**

That is going to be something that is individualized with each agency. There will be a question to clarify underserved population in the Narrative. This is not something that we are going to come back at if you are off on the percentage, we just need this for funding allocation.

**Can you please explain the VOCA definition of Homeless Victim?**

A Homeless Victim is an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: A victim who has a primary nighttime residence that is a public or private place not meant for human habitation; is currently living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or is exiting an institution where they have resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

**We serve victims of sex trafficking as one of our populations. Would that population be covered and if so, what category do we place it under?**

Yes, it would be considered part of the Sexual Assault category.

**Other than when the application asks for the percent of populations served, do we need to indicate anywhere else that we are seeking VOCA funding from both DV and Underserved funding pots?**

No, you just need to state it where the application asks for the percent of funding. But if you are working with Underserved, you do have to show how this is a specific focus in the Narrative.

**Could you please verify if the current funding question on page 2 of the Application Form is intended to be agency-wide funding or funding for this particular project only.**

The current funding on page 2 should be for the agency's entire victims' services programs only. If an agency provides more than just victims services, it should only include funding for victims' services programs. If the agency only provides victims' services it would be the entire agency-wide funding.

**Under section C, question 1, or office is bound by university policies and there is a 6-page document that describes these policies as they relate to segregation of responsibilities – should I copy and paste that information, or provide a URL to that document?**

If you could summarize or at least briefly explain the policy, that would be best. The questions are limited to 1,000 words and putting a link or all the policies would be too much information.

**Can we put in-kind donations or just monetary donations on the current funding? We receive quite a bit of in-kind.**

You can put the in-kind on the application and on the budget narrative, tab 2 if they assist this program.

**Should In-Kind match be addressed in Scope of Work and counted in reports, if not part of the Scope that is funded?**

SOW should only be VOCA Funded service numbers and not include any other service numbers that are completed with other funding sources.

**What is required for our financial review? Is a year-end balance sheet and profit and loss statement sufficient? Or do we need to have a separate CPA financial review?**

An agency that does not qualify for the yearly audit must have a Financial Opinion Report done by an external CPA every two years.

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**Our CPA is unnamed. He is asking if he can provide a balance sheet and P&L with his signature. We do not have any assets; we are cash in and cash out - nonprofit with just at \$10,000 in our account only used for victim services. All of our staff to date are volunteers. We received our nonprofit 501c3 status July, 2018.**

We would recommend providing that statement somewhere in your narrative so that the reviewers understand why your agency does not have a Financial Opinion Report and include the signed P&L with your application.

While funding is never guaranteed for any applicant, we may be able to work with your agency on this requirement if funded.

## Budget Questions

**Where you go get the excel budget?**

Word and Excel documents are available by email request to [dcfsgrants@dcfs.nv.gov](mailto:dcfsgrants@dcfs.nv.gov), Jean Booth at [JBooth@dcfs.nv.gov](mailto:JBooth@dcfs.nv.gov), or Julie Lindesmith at [Julie.Lindesmith@dcfs.nv.gov](mailto:Julie.Lindesmith@dcfs.nv.gov).

**Do we only need to submit the Budget Narrative Excel sheet or is there a proposed budget section as well?**

There is a Budget Proposal on the Application form after the Scope of Work. You will need to fill out both the Budget Narrative Excel form and the Budget Proposal on the Application.

**I have a question about the SFY22 Budget Narrative Template. I am looking at Cell 4F, and should that be a total of Cells 31F and 31B? I was thinking that the Total Personnel Costs formula would include Cell 31B (which is fringe). I ask, because the note in 4D indicates, 'Including Fringe' and but it does not include 31B, which means Fringe would not be in the total.**

The Total Fringe cost in cell B31 is just to show the allocation of Fringe in your Personnel category.

Fringe is currently calculated in the totals in column F. The total in F4 and F31 should match. You will notice that the total in column F is higher than the total in column B and that is because it calculates your Fringe.

**If your Executive Director is also the Grant Manager, is that allowable?**

Your Executive Director can also be the Grant Manager, but both of these positions would still be considered Indirect costs unless they are providing direct client services that can be documented on an activity-based timecard. Paperwork to manage the grants and applying for other funding sources would be an eligible reimbursement for VOCA services. If reimbursement is requested for these positions, they need to show how they are providing direct services.

**The presentation states that VOCA cannot pay for administrator pay, like the board of directors. My title is Office Administrator, but part of my job is to help run our victim services program and manage the grants. Is that still ok that I use my salary as a match with that title?**

As long as you are including your Activity Based Timecard to show the hours you are working towards VOCA without being paid by a federal funding source then matching with your time is acceptable.

**If the ED offers direct services are those hours reimbursable?**

Yes. You must place an explanation in the job description on what direct services the ED provides.

**Would training/supervision of direct service staff/peer advocates such that they are effectively able to provide direct service be an applicable cost for a Director personnel salary?**

Yes, but this is a grey area. While supervision is important, Personnel needs to focus mainly on Direct Client Services.

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**What if our travel is used to bring clients into emergency shelter? For example, law enforcement may call us to a scene, an advocate talks with the victim and they are eligible to come into shelter. The victim doesn't have a vehicle and the advocate brings them from the scene to the shelter. Should we list the names of all the advocates who may do this in the Travel section?**

Under the Travel category, complete the local mileage section and in the justification below, put something like, "Advocates to transport victims as needed."

**Does the cost of transporting clients in our company vehicle to medical appointments, to the foodbank or court go under travel?**

Yes. This would go under Local Mileage in the Travel/Training category. In the Other category client transportation is listed and we are talking about bus passes or gas cards.

**Does the contract section include outsourced counselors? If yes, each year we need to secure three bids for counseling or if we have an established counselor, is it okay to stick with them?**

Contractors are anyone you have a contract with that has a rate of service. If this outsourced counselor falls under that guide, then yes. It would be fine to stick with them but yes, you would need two additional quotes for counseling. Your justification for sticking with them would be that you have a history of service, but three quotes are required each funding year with VOCA. If you are outsourcing on a regular basis, make sure you have a policy on this and you are reviewing the rate of pay every couple of years.

**Does contract staff have to also provide a direct service?**

Yes. Sometimes direct services look a little different with contractors though. Social media is sometimes contracted. Review the NOFO for a list of allowable costs/services.

**If you are paying case managers as 1099 employees does their cost hit in contractual and in lieu of bids do we just show the other candidates we interviewed?**

Yes, if you are paying case managers as 1099 employee they would be considered contractual. The application/interview process would be your justification. But we would not need that information until after funding decisions have been made.

**If we don't bid until after we receive award...how should we include bids? Can we substitute our Purchasing Guidelines instead?**

You do not have to put bids in with your Application. This is just to keep in mind as necessary documentation for Contractors if your agency gets funded.

**We provide care for victims in a residential home setting. Can I purchase replacement beds/dressers/cribs and list them under Other in the budget?**

As long as the price of the furniture is under \$5,000 then yes, you can place this cost in Other. You want to make sure that you are buying something that is a reasonable cost.

**Must emergency services/ support (e.g. hotel nights) be placed in Other or can it be in Operating costs?**

We would prefer it to be in the Other category, but for this funding year we will accept it in either category.

**Why would utilities be indirect when we run a domestic violence shelter that houses clients? We have always listed electric, heat, garbage and water and sewer as part of Operating costs.**

Those costs are not considered Indirect with VOCA. VOCA allows more costs in Direct Services than most grants do instead of placing them in Indirect. With most grants, these costs would be considered part of your Indirect as electric, heat, etc. do not provide direct services but are necessary to run the organization. VOCA allows them to be cost allocated as appropriate into the Direct Services. Please include them in your Operating section.

**For the budget summary form 2- do we use the same grant period, July 1, 2021 through June 20, 2022 to show other funding sources?**

Yes.

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**Do column C through G only include funds related to VOCA allowable costs, or entire agency funds?**

If it is something that you pay for that is not VOCA allowable but needed for the program, that is fine. We want the funding that is specific to Victim Services in these sections. If your agency provides multiple services, ie., victim services, job development services, homeless service, etc., then you would only include the funding sources that assist with the victim services. These funding sources should all be related to the program/project that you are requesting VOCA assistance with.

**What do we do if we have more sources than you have columns? Combine sources?**

You can add more columns to this page if needed.

**Can you please clarify the other funding sources? On the power-point it states “25% from other funding sources” but on the application it states, “25% from non-federal sources.” Which is correct?**

Your agency needs to have 25% of funding for the program from non-Federal sources. This can be in-kind, donations, private donors, private grants, state grants, fundraising, etc. Just not Federal funds.

**Can you please clarify what you mean by program; the 25% has to be for the whole agency, or just what VOCA is help funding?**

The 25% non-Federal funding has to be for the program your agency is requesting VOCA to assist with. For example: if your agency has 4 programs and VOCA is only assisting with one, that program has to show an additional 25% of non-Federal funding to assist with it as well. If VOCA is helping cover costs for all 4 programs, then you need to show an agency-wide 25% non-Federal funding.

**Does the match qualify to be included for this requirement?**

Yes.

**We were told in the webinar that we can use volunteer hours for the match portion, but I was not sure where to put it on the match tab, since it isn't on Form 1.**

You would put the volunteer information on tab 2 (Budget Summary) and in the Personnel section of your Match Budget tab (tab 3).

## Allowability Questions

**Is there a time limit from crime to service?**

No. It just needs to be something that is reasonable. That is more a question for after funding is awarded, and you would contact your GPA with any questions related to specific clients or services.

**Is rent or lease of an office space allowable under VOCA?**

Yes, however, VOCA cannot pay for 100% of the rent unless services provided are 100% related to VOCA Victim Services.

**What about paying for a client's prescription when they do not have the money to pay?**

Yes. However, VOCA must be payor of last resort, so any insurance, general funds, donations, or other grant funding must be utilized prior to utilizing VOCA funds for this service. Also, prior to utilizing VOCA to assist with this, you must have justification of funding use and contact your GPA.

**Can VOCA pay for retaining an attorney for protection orders and custody issues?**

Yes. However, VOCA cannot pay for services that assist in prosecution. Active investigation and prosecution of criminal activities except for the provision of victim assistance services is unallowable. Anything to ensure the perpetrator is locked up or has to pay penalties is unallowable.

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**Would billing the client's insurance be a direct service?**

Billing the client's insurance would not be a direct service, nor would it be a service that could be reimbursed by VOCA as it is under the same guidelines as fundraising. If the victim has insurance that will cover the services provided by your agency, then it is required that the insurance is billed prior to VOCA payment. VOCA can cover the victim's copayment or if the insurance denies the claim, VOCA can pay for the service. This would be something to discuss further with your GPA after funding decisions have been made.

**Is equipment allowable if not for directors or administrators?**

Yes. It is allowable for any staff involved in Victim Services, even indirectly.

**Are we still provided our risk categories for RFR submission? Do we need to include these on our applications?**

Risk levels will be provided after funding decisions have been made. Do not include these with your applications.

**Will we have option for match waiver?**

Yes, it is an option for VOCA. The Match Waiver will be available after funding decisions have been made. However, we encourage agencies to show every attempt at meeting the 20% non-federal match for their VOCA award.

**There were changes to OMB Covered Communications - Will the State be issuing Guidance on new OMB CFR updates?**

If your agency receives funding, the Victim Service team maintains open communication and provides quarterly calls and multiple opportunities for subrecipients to receive updates on things that affect their awards.