

## Victims of Crime Act (VOCA) Pre-Application Webinar Questions and Answers

Victims of Crime Act (VOCA) Pre-Application Webinars were offered on January 19, 2021 at 9am, on January 20, 2021 at 2pm and on January 21, 2021 at 1:30pm. All Webinars were offered via GoToMeetings.

### Questions Day 1

Item	Questions
1.	<p><b>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)?</b></p> <p>We are trying to update our processes to be more digital and unfortunately, 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 and send them by email with the other documents that are required to be emailed. We are unable to change the application process to include these in the online form. I would highly recommend reviewing the new format and new questions as this application process is quite different from our previous applications.</p>
2.	<p><b>What if an Agency serves more than one category? Example: Child Abuse and Underserved? What Percent is assigned?</b></p> <p>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 agencies prior reports to see the number of victims and type you service and do your percentage from that.</p>
3.	<p><b>Will a copy of this presentation slides be sent out through email after?</b></p> <p>Yes. While attending the live webinars are a requirement for applying for VOCA funding, the presentation will be available by request to <a href="mailto:JBooth@dcsf.nv.gov">JBooth@dcsf.nv.gov</a>.</p>
4.	<p><b>Is rent or lease of an office space allowable under VOCA?</b></p> <p>Yes, however, VOCA cannot pay for 100% of the rent unless services provided are 100% related to VOCA Victim Services.</p>
5.	<p><b>Is there a time limit from crime to service?</b></p> <p>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 Grants Program Analyst (GPA) with any questions related to specific clients or services.</p>
6.	<p><b>What about paying for a client's prescription when they do not have the money to pay?</b></p> <p>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.</p>
7.	<p><b>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?</b></p> <p>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.</p>

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<b>8.</b>	<p><b>If the Executive Director (ED) offers direct services are those hours reimbursable?</b></p> <p>Yes. You must place an explanation in the job description on what direct services the ED provides.</p>
<b>9.</b>	<p><b>Can you put in-kind donations or just monetary donations on the current funding? We receive quite a bit of in-kind.</b></p> <p>You can put the in-kind on the application and the budget narrative if they assist this program.</p>
<b>10.</b>	<p><b>What should we do if our physical address is confidential?</b></p> <p>Place "confidential" on the application. The applications will only be seen by Grant Management Unit (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.</p>
<b>11.</b>	<p><b>Is the online form to be printed and included in the PDF Application?</b></p> <p>No. The online application is just those sections and goes to us directly. Only email us attachments.</p>
<b>12.</b>	<p><b>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?</b></p> <p>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.</p>
<b>13.</b>	<p><b>Can we write the Proposal Narrative in Word and then copy and paste it into the online form?</b></p> <p>You can, but you cannot paste any tables or graphics.</p>
<b>14.</b>	<p><b>Do we do the application twice? One in PDF (via Email) AND Online?</b></p> <p>No, just once. You will apply online and the supplemental documents will be submitted via emails.</p>
<b>15.</b>	<p><b>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?</b></p> <p>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.</p>

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<b>16.</b>	<p><b>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?</b></p> <p>Yes, but this is a grey area. While supervision is important, Personnel needs to focus mainly on Direct Client Services.</p>
<b>17.</b>	<p><b>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?</b></p> <p>Under the Travel category, complete the local milage section and in the justification below, put something like, "Advocates to transport victims as needed."</p>
<b>18.</b>	<p><b>If we don't bid until after we receive award...how should we include bids..? Can we substitute our Purchasing Guidelines instead?</b></p> <p>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.</p>
<b>19.</b>	<p><b>Must emergency services/ support (e.g. hotel nights) be placed in Other or can it be in Operating costs?</b></p> <p>We would prefer it to be in the Other category, but for this funding year we will accept it in either category.</p>
<b>20.</b>	<p><b>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.</b></p> <p>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.</p>
<b>21.</b>	<p><b>On the Budget Narrative, Form 2, do column C through G only include funds related to VOCA allowable costs, or entire agency funds?</b></p> <p>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.</p>
<b>22.</b>	<p><b>What do we do if we have more sources than you have columns? Combine sources?</b></p> <p>You can add more columns to this page if needed.</p>

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<b>23.</b>	<p><b>Should In-Kind match be addressed in Scope of Work and counted in reports, if not part of the Scope that is funded?</b></p> <p>SOW should only be VOCA Funded service numbers and not include any other service numbers that are completed with other funding sources.</p>
<b>24.</b>	<p><b>There were changes to OMB Covered Communications - Will the State be issuing Guidance on new OMB CFR updates?</b></p> <p>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.</p>
<b>25.</b>	<p><b>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"?</b></p> <p>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.</p>
<b>26.</b>	<p><b>Should we notate that overlapping categories could be used for both and let you decide where needed as apps come in?</b></p> <p>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.</p>
<b>27.</b>	<p><b>Will we have option for match waiver?</b></p> <p>Yes. The Match Waiver will be available after funding decisions have been made. It is an option for VOCA. However, we encourage agencies to show every attempt at meeting the 20% non-federal match for their VOCA award.</p>

### Questions Day 2

<b>1.</b>	<p><b>Can VOCA pay for retaining an attorney for protection orders and custody issues?</b></p> <p>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.</p>
<b>2.</b>	<p><b>Is this presentation available so I can refer to it?</b></p> <p>Yes. If you would like a copy of the presentation, please email Jean at <a href="mailto:JBooth@dcfs.nv.gov">JBooth@dcfs.nv.gov</a></p>

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<b>3.</b>	<p><b>If your Executive Director is also the Grant Manager, is that allowable?</b></p> <p>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.</p>
<b>4.</b>	<p><b>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 Domestic Violence and Underserved funding pots?</b></p> <p>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.</p>
<b>5.</b>	<p><b>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?</b></p> <p>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.</p>
<b>6.</b>	<p><b>In the future can you please send the PowerPoint slides 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.</b></p> <p>Unfortunately, we are unable to send out the power point in advance as it is required to attend a live event. They are available as a PDF by request after the first live training event. This training is also being recorded and will be available on our website.</p>
<b>7.</b>	<p><b>If you do not use the online form, can you still submit electronically at the end?</b></p> <p>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.</p>
<b>8.</b>	<p><b>Just to confirm: no tables in the narrative sections?</b></p> <p>That is correct.</p>
<b>9.</b>	<p><b>What percentage of the award will be funded for Innovative projects?</b></p> <p>\$1,000,000 is reserved for innovative projects with \$17,000,000 to traditional projects.</p>
<b>10.</b>	<p><b>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?</b></p> <p>We only anticipate approximately 80 applicants for this funding. If you are having issues with the web application, please let Jean Booth (<a href="mailto:jbooth@dcsf.nv.gov">jbooth@dcsf.nv.gov</a>) and/or Julie Lindesmith (<a href="mailto:Julie.lindesmith@dcsf.nv.gov">Julie.lindesmith@dcsf.nv.gov</a>) know. We will assist as much as possible.</p>

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<b>11.</b>	<p><b>Does the cost of transporting clients in our company vehicle to medical appointments, to the foodbank or court go under travel?</b></p> <p>Yes. This would go under Local Milage in the Travel/Training category. In the Other category client transportation is listed and would include things like bus passes or gas cards for victims.</p>
<b>12.</b>	<p><b>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?</b></p> <p>Yes, employees paid as 1099 employees would be put in the contract section of the Budget Narrative. The application/interview process would be your justification. But we would not need that information until after funding decisions have been made.</p>
<b>13.</b>	<p><b>Where you go get the excel Budget Narrative Form?</b></p> <p>Word and Excel documents are available by email request to <a href="mailto:dcfsgrants@dcfs.nv.gov">dcfsgrants@dcfs.nv.gov</a>, Jean Booth at <a href="mailto:JBooth@dcfs.nv.gov">JBooth@dcfs.nv.gov</a>, or Julie Lindesmith at <a href="mailto:Julie.Lindesmith@dcfs.nv.gov">Julie.Lindesmith@dcfs.nv.gov</a>.</p>
<b>14.</b>	<p><b>Does contract staff have to also provide a direct service?</b></p> <p>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.</p>
<b>15.</b>	<p><b>For the Budget Narrative Form 2- do we use the same grant period, July 1, 2021 through June 20, 2022 to show other funding sources?</b></p> <p>Yes.</p>
<b>16.</b>	<p><b>Just wanted to confirm the application is completely electronic and no wet signatures or hard (paper) copies will be required to send in, correct?</b></p> <p>No. You will have some documents to send in, including a signed Application Form. Please review the NOFO thoroughly for all requirements.</p>
<b>17.</b>	<p><b>Are we still provided our risk categories for RFR submission? Do we need to include these on our applications?</b></p> <p>Risk levels will be provided after funding decisions have been made. Do not include these with your applications.</p>
<b>18.</b>	<p><b>If an org gets an award for both the general and innovated funds, do they need to submit two reports on their funding or is it in one report?</b></p> <p>For the application, 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 general and innovative funding.</p>
<b>19.</b>	<p><b>Would billing the client's insurance be a direct service?</b></p> <p>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</p>

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	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.
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### Questions Day 3

<b>1.</b>	<p><b>Do you anticipate offering match waivers for this funding opportunity?</b></p> <p>Yes, but this will be available after the NOFO. We would like all agencies applying to do their best to try to meet the 20% Match requirement but do understand that with today's climate Match can be difficult to obtain.</p>
<b>2.</b>	<p><b>Will these slides be available after the webinar?</b></p> <p>Yes. Please email Jean Booth for a PDF copy of this training at <a href="mailto:JBooth@dcs.nv.gov">JBooth@dcs.nv.gov</a>.</p>
<b>3.</b>	<p><b>Is equipment allowable if not for directors or administrators?</b></p> <p>Yes. It is allowable for any staff involved in Victim Services, even indirectly.</p>
<b>4.</b>	<p><b>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?</b></p> <p>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 for 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.</p>