Q&A GRANT WRITING FOR VICTIM SERVICE GRANTS

Abstract

These are answers to the questions that were asked during the Application Training Webinar held on January 13, 2022

Contents

General Questions:

1. For Subgrantee Basic Budgets, are you looking for the organization's FY Budget or total Grant Awards?

   On the first page of the Subgrantee Basic Budget we are looking for the Organization's FY Budget. Within that budget breakdown we do expect to see each grant source as well as other funding listed out specifically for that FY.

2. How do I locate my Grant Manager or know who my Grant Manager is?

   There are a few ways to know who your CJI Grant Manager is for Victim Services. If you do not have an email introducing your new/temporary grant manager or you don't have an email from a CJI Grant Manager, then you can look for the following information:

   - On the Document Snapshot page for each grant the CJI Grant Manager's name is listed in the left side column. (The document snapshot page is the first page you see when you open your grant)

   - If that name is incorrect/blank, then you can go to the Management Tools button at the top of the page when you are in your grant. Hover over button and you will see the option to Add/Edit People, click into that option. You will see a list of people assigned to the grant. Look down the list until you see CJI Program/Grant Manager role.

☑	Ellen Sheets Email	Indiana Criminal Justice Institute (CJI Program/Grant Manager)	CJI Program/Grant Manager	8/26/2021 -	Kim Lambert

   - You will see there is a link below the name that will allow you to send an email to that CJI Program/Grant Manager .

3. Are we required to have clients complete a survey or feedback form to measure outcomes?

   No, there is no requirement to have a survey or feedback from clients to measures outcomes.

4. Can applicants be provided feedback as to why they scored lower on an application? Didn't receive full funding or had a reduction in funding than what was requested.

After you receive your award letter, if you have any questions about why full funding wasn't received you can ask your grant manager and they will be able to provide you that information.

5. Does each staff member working a grant need a login or is it permissible to share?

   It is not permissible to share a login, every person who will be completing a task for the agency in IntelliGrants MUST have their own login. The registration for each person should be completed by the individual in the Subgrantee Administrator role for the agency and then once the new person is registered then they should go into IntelliGrants and change their password for security purposes.

Goals, Objectives and Outcomes:

1. Is Feedback from Victims helpful in Outcomes? What are examples of reflecting outcomes?

   Feedback from victims is not required in Outcomes, while feedback is always helpful for agencies to see how they can improve their program, it is not required in the outcomes.

   An outcome should reflect on the result of the corresponding objective. See next question for examples of goals, objectives and outcomes.

2. Can you give an example of a goal, objectives and outcomes?

   Example:

   Goal- To Provide shelter and services to victims of Domestic Violence, including secondary victims, in order to provide a safe and stable living environment and access to programs that will increase the victim's self-sufficiency.

   Objectives-

   1. Provide Shelter to 95% of domestic violence victims seeking safe shelter.

   2. 95% of domestic violence victims will complete a safety plan within 48 hours of arriving at the shelter.

3. 75% of victims served by the program (residential and non-residential) will participate in support groups.

4. 90% of children above the age of 5 staying at the shelter will participate in one of the children's programs for domestic violence.

5. 95% of the domestic violence victims will participate in at least 1 program to increase their ability to be self-sufficient.

Outcomes-

1. Of the domestic violence victims who received shelter, 75% stayed at least 30 days and remained safe.

2. Of the domestic violence victims who completed a safety plan, 90% of were able to list at least 3 ways that they are able to keep safe from their abuser.

3. Of the victims who participated in support groups, 80% will report that they found it very helpful.

4. Of the children above age 5 staying at the shelter, 75% will be able to name 2 things they learned from the program they attended.

5. Of the domestic violence victims who participated in at least 1 program to increase their ability to be self-sufficient, 90% will be able obtain a higher score on the self-sufficiency matrix.

3. Should we include short- and long-term goals in goals and outcomes?

Length of goals would be based upon the outcomes the program funded has and could include short-term, long-term or both. Remember that the goal, objectives and outcomes are for the program being funded, and not for the agency as a whole.

4. Should objectives or outcomes be set up to report figures? Numbers?

Objectives must be SMART (Specific, Measurable, Achievable, Realistic and Timely). In order to be measurable, they must contain a value to be measured.

When writing measurable objectives, the agency must have a process in place to collect the data that is being measured. It is not acceptable to just say that the objective was met.

5. If an objective is that advocates will conduct safety planning with 50% of domestic violence victims, for example, what would be an acceptable outcome for that?

An acceptable outcome would depend on what the goal is for the program and what you want to see because of the objective. Just remember that the outcome is the result of the objective.

See Goal, Objective, Outcomes example in #2

Budget:

Reversion (deobligation) is important to monitor throughout the life of the grant. Reversion is any grant funds awarded to an agency that is not used during the grant period and is returned to the funding source. Having reversions over 5% could affect the risk score of the agency and may also be a factor on the amount awarded in future applications.

1. How do you recommend accounting for raises or increases in health care costs?

Accounting for Raises

- You need to determine the timing of the raises (i.e. beginning of the calendar year, beginning of the fiscal year or employee's anniversary date).
- You need to know the length of the grant cycle and determine when in the grant cycle the raise will occur.
- See examples at the end of the Q&A of what a budget could look like with a raise occurring at the beginning of a calendar year in a two-year grant cycle for both an salaried and an hourly employee.

Accounting for increases in health care costs

- You will need to estimate the average yearly increase of health care costs by reviewing the previous years.
- You need to know the length of the grant cycle and determine when in the grant cycle the health care cost will increase.
- You will then determine the total health care cost for the grant period and use that amount as the annual cost.

Remember Project Modifications (PMR) can be completed if there are funds that will not be utilized to move to account for staff raises or increase health insurance costs.

2. If an employee leaves and a new employee makes more per hour, what do we do?

A Project Modification Request (PMR) will need to be completed to add a new budget line item to reflect the higher rate of pay for the new employee.

- You will need to calculate the amount of funds that was already claimed in the prior employee's line item so that you know how much can be moved to the new line item.
- Additional funds can be added to the new line item from any other categories in the budget where there are extra remaining funds.
- Keep in mind that once a new line item is made in personnel then the benefits lines will need to be revised as well, if applicable.

3. How do we account for health and dental increases in the budgets when the grant years are different than our funding years? What if we don't know what our health insurance costs will be in the next year?

See Budget Question 1

4. How do we utilize the pool in employee section?

The pool can be utilized when you have multiple people in the same position on the grant. In the pool section you would have one line for the position and then include all the employees who have this position that you would like to claim in the pool.

The pool can also be utilized for on-call employees who many have different positions, but all are required to be on-call. In this case the position can be labeled as On-Call and the names of all employees who will complete this activity will be listed.

If the employee's name is not listed in the name section of the pool, then they cannot be reimbursed. A Personnel Name Change can be completed to add or end employees in the pool.

5. What about items that are equipment but are under the $500 threshold…. i.e., printer, laptop, cell phone, etc. Should these go in office supplies or equipment?

Equipment is defined as any one tangible item that has a value of $500.00 or more.

Supply items are defined as any one tangible item that has a value below $500. Supplies include items such as printers, cell phone, computer and office supplies.

If grouping items into office supplies, in the narrative section explain what is considered an office supply to your agency.

6. What if we have no other funds and just want reimbursement for wages, taxes, benefits, training and operating costs?

Any expense that you want to request to be covered by grant funds should be added to the budget at the time of application.

7. Can you show us what having one position providing match for another would look like in the budget form?

Match can be in the form of Cash or in-kind match. With either type of match, you add it to the budget just as you add grant funds to the budget. The only difference is this is marked as match instead of grant.

8. What is the average salary for VAC's? Are you able to give a range of what has/might be accepted? Does education and experience of a VAC applicant lend support for higher range of salary?

CJI does not provide information on what an agency's employees should be paid. This is a business decision that the agency and/or their Board of Directors should be determining based on the agency funding and need. You could also reach out to similar agencies in your area to determine what the market rate is for employees in similar positions.

9. Would you suggest that the retention bonuses allowable in FVPSA-SA be "pool" line items or listed out individually.

These bonuses could be listed either way. Please refer to Budget Question 4 regarding information on how to utilize a pool line.

10. We cannot get reimbursed for staff vacations correct, only time they actually worked, correct?

Staff paid time off is an allowable reimbursable expense on any grant that allows for personnel costs, see 2 CFR 200.431 for further information.

Consultants/Contractors:

1. Where should we put background checks/finger printing? Would that be consultants or contractors.

If you have a contract with an entity that provides this service, then the cost would be in the contractor category.

- A <u>consultant</u> evaluates an organization's needs and provides professional advice. Consultants are limited to a rate of $81.25/hr or $650 a day.
- A <u>contractor</u> provides goods or performs services and is not subject to the maximum rates for a consultant.

It your agency doesn't have a contract with an entity but still utilizes a 3rd party for the activity to be performed then the cost would be considered an operating cost.

2. If we list emergency transportation as a line item, do we need MOU's with every emergency transportation provider? Indy Go, Greyhound, Yellow Taxi, Uber, etc?

If your agency has a contract with a transportation provider then this contractor would be in the contractor category. However, if you do not have a contract with a transportation provider then this would be in an operating expense and can be listed on one budget line as emergency transportation.

Volunteers:

1. If we want to use AmeriCorps as volunteers is that allowable? They receive a small stipend from AmeriCorps.

Volunteers are discussed in two different ways when it comes to CJI's Victim Services Grants.

- Use of volunteers is a requirement of recipients of VOCA funding and a paid volunteer meets this requirement.
- Use of a paid volunteer can be used as Match if the volunteer completed grant allowable activities and the funds used to pay the volunteer are not federal funds. You will need to determine the source of funding that is used to pay the stipend of the Americorps volunteer.

VOCA:

1. Do we know if match will be waived for the next round of VOCA grants?

2. If proposal doesn't come out until February, will it still be due in March 2022?

All information concerning match requirements and due dates can be found in the Request for Proposals (RFP) when it is released. The RFPs can be found on ICJI's website and the announcement of the open solicitation will be made via the listserv.

BUDGET EXAMPLE

Determining raises for a 2-year grant for employees who are salaried and hourly when the grant period starts in October.

SALARIED

Position	Name	Fund Type	Employee Type	Annual Salary	Percentage	COST
Shelter Supervisor Yr 1	Susie Smith	Grant	Full-Time	$ 42,726.27	75%	$ 32,044.70
Shelter Supervisor Yr 2	Susie Smith	Grant	Full-Time	$ 44,546.37	75%	$ 33,409.78
					0%	$ -
					0%	$ -
				$ -	0%	$ -
				$ -	0%	$ -
				$ -	0%	$ -
				$ -	0%	$ -
				$ -	0%	$ -
				$ -	0%	$ -
					Total:	$ 65,454.48

HOURLY

Position	Name	Fund Type	Employee Type	Hourly Rate	Number of Hours	Percentage	COST
Victim Advocate Yr 1 Oct 1 - Dec 31	Vicki Jones	Grant	Full-Time	$ 22.00	520	100%	$ 11,440.00
Victim Advocate Yr 1 Jan 1 - Sept 30	Vicki Jones	Grant	Full-Time	$ 23.10	1560	100%	$ 36,036.00
Victim Advocate Yr 2 Oct 1 - Dec 31	Vicki Jones	Grant	Full-Time	$ 23.10	520	100%	$ 12,012.00
Victim Advocate Yr 2 Jan 1 - Sept 30	Vicki Jones	Grant	Full-Time	$ 24.02	1560	100%	$ 37,471.20
				$ -		0%	$ -
				$ -		0%	$ -
				$ -		0%	$ -
				$ -		0%	$ -
				$ -		0%	$ -
				$ -		0%	$ -
						Total:	$ 96,959.20