



VOCA 2022 RFP WEBINAR
Q & A



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Grant Period:

Can you begin to start the program prior to being awarded? While you are awaiting grant approval?

The grant period starts on October 1, 2023, only expenses incurred after this date can be reimbursed. If your grant is not executed by October 1, 2023, you can claim for expenses retro to October 1, 2023.



Completing Applications:

Do nonprofits need to have a 501c active standing?

A nonprofit must have an active SAM.Gov registration which requires a DUN or UEI number.

Is an agency allowed to apply for funding for two separate programs within the same agency?

Yes, you can apply for two different programs. If each program is very distinct then it may also make sense to complete two separate applications. If the programs overlap you may choose to complete one application.

Which AUDIT do you want uploaded since there is only space for ONE audit report, the general SBOA audit or the Federal Compliance Audit?

The SBOA audit should be uploaded for units of government.

The application requires an EEOP. Is this for all departments under the EIN or only the department receiving funding?

EEOP should be the agency wide EEOP that was completed.

Can you provide more information on what evidence based would look like/entail?

Evidence-based practice is the idea that practices ought to be based on effective, scientifically validated methods to meet the needs of victims. Examples could include Trauma Informed Care, Cognitive-Behavioral Therapy or the Step-Wise interview method.

If an application is not filled out completely or is filled out incorrectly, will someone from CJI inform subgrantee after it has been submitted?

We encourage applicants to complete a thorough review of the RFP and application questions to ensure all questions are completed and all attachments are included. Incomplete application will affect the score of an application and could result in reduced funding.

Match:

Is Match required for VOCA 2022?

Pursuant to the VOCA Fix, section 3(b) match must be waived during a national emergency due to this CJJ will issue match waivers to all recipients of VOCA 2022 grants. Nothing needs to be done by the applicant.

Should match still be included in the budget?

Match should not be included in the budget.

Volunteers

Are volunteers a requirement for the VOCA grant? Will we be denied funds if we do not have volunteers?

Per the VOCA federal regulations, volunteers are required to be used to be eligible to receive VOCA funds. Volunteers do not need to complete direct service nor is there a requirement on the length of time or hours completed by volunteers. An agency can request a match waiver but must provide written justification to demonstrate why circumstance prohibit use of volunteers. Volunteer waivers are rarely approved.

Are volunteers required to be fingerprinted?

In order to meet the Suitability to Work with Minors requirement, fingerprinting is one of the required items that needs to be completed. This would include volunteers who have interaction with minors.

Suitability to Interact with Minors

Can you provide more information on the suitability requirement?

The suitability requirement does apply to the funded program as long as that funded program itself is intended to benefit minors. The “covered individuals” within the program who must have a suitability determination are not limited to those funded by the grant funding. Even non-VOCA funded staff who are working on the VOCA-funded program need are subject to the suitability determination requirement. This includes volunteers. For more information see the [DOJ Special Condition](#).

Award Amounts

Is there a specific amount of funding you recommend subgrantees apply?

We are not recommending a specific amount of funding due to the wide range of applicants that apply. We do recommend an internal review of current services and expenses and adjust budget to maximize use of funds.

If an agency automatically lowers the request amount from their prior awards, will you consider those lower amounts or will you still lower the request even more.

CJI will review many variables when recommending funding including but not limited to reversions on CJI grants, goal achievement on previous VOCA cycle, other victim resources available in the region, grant review scoring, risk level of agency and program meeting OVC priority areas.

Would you accept a proposal if it's too high, you could ask them to eliminate some things from their budget? or should we just ask for minimum to be considered?

All applications will be reviewed on their own merit and recommendations will be made considering many factors. Once awards are made and the amount is less than the amount requested, the agency must reduce their budget to their award amount.

Do you anticipate funding fewer organizations or just reducing total amounts awarded?

CJI will review many variables when recommending funding including but not limited to reversions on CJI grants, goal achievement on previous VOCA cycle, other victim resources available in the region, application review score, risk level of agency and program meeting OVC priority areas. We will not make an across the board cut. In addition, we will consider funding at new applicants or programs who are serving underserved populations or victimization types.

Will CJI penalize agencies that will be deobligation funding due to: COVID/Pandemic/Staffing issues?

CJI calculates the amount of deobligation (reversion) for every grant on every grant cycle, this will be one of many determining factors in amount of funds to be recommended. We will look at the history of deobligation not just during COVID.

Administrative Time/Costs:

Is there a difference between Administrative Costs and Indirect Costs? Can both be requested on the application?

Administrative Costs and Indirect Costs are two different costs. Agencies, if they have a federally approved Indirect Cost Rate, can claim this cost or if they do not then they can select to use a De Minimis Rate. Either must be used consistently across all federal grants.

Administrative costs are costs incurred that can be directly tied to the funded program. Indirect cost are general administrative costs incurred that can't directly be tied to one program. An example of an administrative cost would be the completion of VOCA reporting. An indirect cost example would be human resource personnel.

An agency could incur and claim both administrative costs and indirect costs but there is a limit to claiming 10% of award amount combined for these costs in the budget.

What is the difference between Personnel Costs and Administrative Time?

Administrative time is a type of personnel costs along with direct service time.

If an employee attends training, is that considered part of their administrative duties or programmatic?

Depends on the type of training that the employee is attending. Attending this training would be an administrative cost and attending a training on working with victims would be a direct service or programmatic training.

For administrative costs, can more than 10% of an administrative wage be on VOCA as long as they are less than 10% of the total grant?

Administrative time can be more than 10% per individual but the overall administrative cost can't exceed 10% of the award amount.



Year 1 / Year 2 Funding:

How do you suggest we label costs to differentiate between Year 1 and Year 2?

See budget example at end of this document.

Do we need to enter in all Year 1 expenses together and then Year 2 or can we enter in John Doe – Year 1 and then the next line John Doe – Year 2?

You can do it either way as long as all lines have Year 1 and Year 2 on them.

Budgets/Allowable Costs

How are Pool lines for Personnel and Benefits supposed to be completed? Do we put each employee on their own line, or do we use one line for the pool with all of the names of the people in the pool?

Pool lines should have one line for each position with all employees listed on the one line. When creating the benefits lines, you will see that these lines work the same way as a salaried or hourly position. You will use the drop-down box in Benefits to select the pool line you want to enter benefits for and then create the line as you would normally.

See the budget example.

Can we still submit PMRs?

PMR's can still be submitted but funds cannot be moved between Year 1 and Year 2.

Are we allowed to add the expense of Fingerprinting to our budgets?

Fingerprinting is an allowable expense.

Is there a budget template you can provide for us to use?

An example has been added to the end of this document.

Bonuses were mentioned as an unallowable expense. Will you please describe what is considered a bonus?

Bonus is defined as distribution of earnings in excess of costs. Other incentives are allowable if they are reasonable, agreement entered into before service is rendered and consistently applied. These could include incentives for hiring performance or shift differential.

Do you consider Longevity Pay as a bonus and this allowable under VOCA?

Longevity pay is not considered a bonus.

Appendix: Budget Example

PERSONNEL- Salaried								
Position	Name	Fund Type	Employee Type	Annual Cost	Percentage	Cost		
Advocate (Yr 1)	Jane Doe	Grant	Full-time	\$ 40,000.00	30%	\$ 12,000.00		
Advocate (Yr 2)	Jane Doe	Grant	Full-time	\$ 42,000.00	30%	\$ 12,600.00		
PERSONNEL- Pool								
Position	Name	Fund Type	Total Expenditure	Percentage	Cost			
Shelter Advocates (Yr 1)	Jay Hawk, Blue Bird, King Fisher, Bald Eagle	Grant	\$7,000	50%	\$3,500			
Shelter Advocates (Yr 2)	Jay Hawk, Blue Bird, King Fisher, Bald Eagle	Grant	\$7,500	50%	\$3,750			
BENEFITS								
Name	Position	Employee Type	Fund Type	Benefit Type	Percentag of Benefit	Cost of Benefit	Cost	
Jane Doe	Advocate (Yr 1)	Full-time	Garnt	FICA	30%	\$ 3,060.00	\$ 918.00	
Jane Doe	Advocate (Yr 2)	Full-time	Garnt	FICA	30%	\$ 3,213.00	\$ 963.90	
Jane Doe	Advocate (Yr 1)	Full-time	Garnt	Health Insurance	30%	\$ 9,600.00	\$ 2,880.00	
Jane Doe	Advocate (Yr 2)	Full-time	Garnt	Health Insurance	30%	\$ 10,000.00	\$ 3,000.00	
SUPPLIES								
Supply Item	Fund Type	Number of Units	Price Per Unit	Percentage	Cost			
Copy Paper (Yr 1)	Grant	6	\$60.00	50%	\$180.00			
Copy Paper (Yr 2)	Grant	6	\$60.00	50%	\$180.00			
OPERATING								
Operating Expense	Fund Type	Amount	Percentage	Cost				
Utilities (Yr 1)	Grant	\$6,000	10%	\$600				
Utilities (Yr 2)	Grant	\$6,000	10%	\$600				
EQUIPMENT								
Equipment Item	Fund Type	Number of Units	Price Per Item	Percentage	Cost			
Laptop (Yr 1)	Grant	2	\$800	100%	\$1,600			
TRAVEL								
Numbr of Travelers	Purpsoe of Travel	Loacation of Travel	Travel Expense	Fund Type	Quantity Per Traveler	Cost per Day, Item, or Mile	Percentage	Cost
2	Travel/ Conference	Indianapolis (Yr 1)	Registration Fee	Grant	1	\$125.00	100%	\$250.00