VOCA 2026-2028
RFP Webinar Q & A

Below are questions received during the VOCA 2026-2028 Request for Proposal (RFP) and Application Review webinar held on January 28, 2026, and questions submitted via email following the webinar.

You may also utilize the Office of Victims of Crime (OVC) VOCApedia, which addresses allowability questions related to the VOCA Formula Victim Assistance Grant Program Final Rule.

Question	Answer
Is there a **sample/blank application** to download and work from?	When you initiate an application in IntelliGrants, go to Management Tools and select Create Full Blank Print Version. This print version does include a Problem Statement and Analysis Form and Evidence-Based Practice Form. These forms do not appear in the actual application and are not required to be completed.
When we download the **blank application** from IntelliGrants, it includes the Problem Statement and Analysis Form and Evidenced-Based Practice Form. Can you confirm that these sections have been removed?	These forms have been removed from the actual application and are not required to be completed.
The **Sustainability Plan** and **Timeline** are still in the application in the attachments section. Will they be removed?	Those options are unable to be removed from the application, but applicants are not required to upload these documents to their applications.
Can you provide examples of **Personal Advocacy**?	Personal advocacy may include services to assist crime victims with managing practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing compensation benefits; and helping to apply for public assistance.
Would attending Forensic Interviews as team members be allowable with VOCA. I have consistently included our information with our involvement in MDT when we staff cases, and the leadership MDT we have as well.	Attending a forensic interview would fall under providing **Personal Advocacy** and would be allowable.

Question	Answer
Knowing there is less money available - When/if we receive an award letter, will it specify **awarded funds** can be spent or will it be a total amount to be spent within what was proposed?	If awarded funding, the award letter will include amounts awarded in Year 1, Year 2, and the total award. The application will be returned via IntelliGrants and will include award amounts, modifications required, unallowable expenses, and missing/required attachments. You may not include any new expenses in your budget but will have the discretion to modify expenses based on funds awarded.
Is it unallowable to ask for a slight **increase in funding** from what we were previously awarded (ex: pay increases for staff based on cost-of-living adjustments)?	We ask that applicants take into consideration a decrease in funding and request the minimum expenses necessary to sustain a program.
For services for people experiencing **incarceration**, would this include education/outreach on healthy relationships, preventing/healing from dv/sa, self-sufficiency, resources, etc.?	Services may be provided to incarcerated individuals, but the services must address issues directly arising from victimization and not the crime for which the individual was incarcerated.
Can you elaborate on "Activities that assist in **prosecution of perpetrators**"?	VOCA funds may not be used to support the active investigation or prosecution of criminal activity.
Is contacting a victim to see if they are going to testify allowable or would that be considered assisting in **prosecution of perpetrators?**	Working with a victim through the judicial process is allowable and considered direct advocacy.
Where do I enroll in or verify we have enrolled in the **E-Verify**?	Entities may enroll or determine if they have enrolled in E-Verify here: https://www.e-verify.gov/employers/enrolling-in-e-verify.
For the programmatic question where we are asked to select where our proposed program will **physically provide services**, I do interviews for surrounding counties that do not have a Child Advocacy Center. Do I count those counties even though I don't have a physical office in those counties?	Please select the county or counties in which you physically provide services. This includes counties where you do not maintain an office but travel to deliver services.
"Physically in person providing services" does that mean only where there's an office or does mobile advocacy into a county where there's no office count?	Please select the county or counties in which you physically provide services. This includes counties where you do not maintain an office but travel to deliver services.
To clarify, **services physically provided** in, does not necessarily mean a physical location in each of those counties, correct?	Please select the county or counties in which you physically provide services. This includes counties where you do not maintain an office but travel to deliver services.

Question	Answer
Does this mean if we don't have an office in that county, but we go regularly to meet with partners, clients, "office" at a community center or library, provide legal advocacy/attend court hearings, or coordinate peer groups--- would that be a YES to **physically provided services** in that county?	Please select the county or counties in which you physically provide services. This includes counties where you do not maintain an office but travel to deliver services.
Our three offices planned to serve multiple counties to be more economically feasible in our rural region. For example, our second most serviced county does not have an office, but the victims go to all three offices. Can I list the counties we serve in the **services physically provided** for consideration?	Please select the county or counties in which you physically provide services. This includes counties where you do not maintain an office but travel to deliver services.
If I am **visiting a child** that is placed in another county even though they are assigned through my county does that count?	Yes, you will include the county where you are physically providing services in your selection.
Are you working with entities like ICADV for questions about **service areas**?	ICJI is working with multiple entities including ICADV regarding service areas.
Under **Program Type**, where do dual DV and SA agencies fall?	For nonprofit agencies, there is an option for "dual domestic violence and sexual assault organization" that may be selected.
Is it possible that the **Program Type** Percentages exceed 100% if funds are counted twice? For example, 100% of the victims we serve are abused children, but some can also be counted in the other categories.	Agencies will need to select the percentage of the program that falls into each category. The total percentages amongst all categories do not need to add up to 100% but cannot exceed 100%.
Being that our funded FTEs are not direct victim service providers, what do you recommend we enter in the **Program Type** for the categories receiving services? SA, child abuse, domestic violence on the Programmatic page?	Agencies should allocate percentages based on the portion of program activities that fall under each category.
Is there a specific definition for Underserved Victims for **Program Type** somewhere? I want to make sure I am including all victim types included under this when completing my percentages for the grant application.	Underserved victimization types include human trafficking, homicide, and/or assault.
What does that mean "must help **potential VOCA recipients**"?	Subrecipients must provide assistance to potential recipients of Crime Victim Compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting with application forms, etc. More information on Victim Compensation can be found here and here.

Question	Answer
Can we still enter all Nurses on one line **(Pool)** or do the employees need to be on individual lines?	Nurses may be entered into a pool. You should identify if this is for on-call hours and include the rate of pay in the budget narrative.
I want to be clear on how you all distinguish between hourly and **pool employees**. Can you explain?	Hourly employees are listed individually when they have distinct job descriptions or responsibilities. Pooled employees are grouped together when multiple personnel perform the same role with the same position title, responsibilities, and job duties.
Can you please explain **"pooled employees"** more?	Pooled employees are utilized when multiple personnel perform the same role with the same position title, responsibilities and job duties (i.e., advocates, on-call staff). While the job functions are the same, individuals in a pool may have different hourly rates, salaries, and benefits.
Can we still **pool employees** with the same job title - salaries and benefits?	Yes, you may enter these employees into a Pool position even if they have different hourly rates and they are not required to have the same benefits.
Do you accumulate the salaries for the **pooled employees** since the pay rate is different?	Yes. To calculate the budget for a pooled position, you should add up all of the expected hours, applicable hourly rates, and the total number of personnel in the pool to determine the total amount requested.
Is there reimbursement for SANE nurse's time to conduct **forensic exams**?	Time spent conducting a forensic exam is considered unallowable.
Would Medicare and/or FICA fall under **Fringe Benefits** as well?	Yes, fringe benefits may include Medicare and/or FICA.
Are the **Fringe Benefits** what is requested in the grant and not the full list of fringe benefits provided by the employer?	The amount requested for fringe benefits should include the benefits that are being requested in the grant, **not the cost of all benefits provided by the employer**. Applicants should include the list of these specific benefits in the budget narrative.
Should we still separate consumables and non-consumables **supplies** in the budget?	Yes, non-consumable supplies should be separated from general consumable office supplies in the budget.
Can we include **Travel** Costs as "match", for those travel expenses that cannot be funded directly?	Yes, you may use travel costs as match if the reason for the travel is for a VOCA-allowable activity.
Can **mileage** include training being provided by the agency, attending a VOCA training or meeting?	No, funds requested for mileage should only be used for VOCA-allowable direct services.

Question	Answer
We are currently in the procurement process for an auditor (**contractors**). We will not have a contract by the time this application is due. Does that mean we cannot include audit expenses?	Fully executed contracts are not required to be submitted with the application but must be submitted with the first reimbursement of expenses.
If this is a **contractor** we've had in place for several years and in prior grants, will we still need to provide the procurement method?	Applicants may provide the original procurement method for contractors if the contractor is not new.
For **contractors**, if we have been using the same contractors for years and there has been no change to their contract, can we still upload that contract, or does the contract need to have more updated dates? Also, what if the contract was signed by a prior CEO, does the contract need to be signed by the present CEO? For "**internal controls**" can we write "see attached" and attach our Counites Ordinance or adopted policy on Internal Controls required by SBOA, without summarizing again here?	Applicants should review the contract to ensure the details of the contract are still valid, including dates of service, contract/hourly rate, contract period, etc. If a prior CEO has signed the current contract and it is still valid, it does not need to be updated. This question is regarding how your agency tracks grant funds and programmatic achievements. You may attach your Counties Ordinance but should also include specific details about how your grant-funded programs track financial and programmatic achievements.
The RFP allows for the recovery of up to 10% of **administrative costs**. Can you elaborate on how that is best documented or typically included in the application and where? This has always been unclear.	The budget narrative asks, "If the position(s) will perform administrative duties, state percentage of time it is anticipated each position will spend on administrative duties for this program." Administrative duties include completing programmatic documentation, reports, and statistics; collecting and maintaining grant records; conducting surveys and needs assessments to improve services delivered, and prorated share of audit costs.
How do I calculate **administrative costs** and how do I know if my budget meets or exceeds the 10% administrative cost rule?	Multiply the administrative percentages included in the narrative by the costs of the appropriate lines (personnel and benefits), add up those amounts, then divide that by the total grant funds requested/budgeted. The resulting percentage should be equal to or less than 10%.
In the **budget narrative**, do we need to provide a full mathematical breakdown of fringe benefits for every employee, or should we simply list the types of benefits provided?	You only need to list the type of benefits requested under fringe benefits in the budget. You do not need to provide the calculations for each benefit.
If we exceed the character limit for the **budget narrative** questions, are we permitted to upload an additional attachment for those responses?	Additional attachments are allowable for budget narrative responses. Please write, "See attached document due to character limit," in the text box.

Question	Answer
Can interns be used as **volunteers**?	Interns may be used as volunteers if the activities they are performing are VOCA-allowable.
We currently plan to use seasonal **volunteers** to help support our program. Will this impact funding or should we be thinking about how to leverage them all year long? Any guidelines you can share on required use of volunteers?	The VOCA rules do not specify the amount of volunteer time required to meet the requirement of utilizing volunteers for your VOCA program.
Where can we locate the **Total Agency Budget**?	The Total Agency Budget Form is located on our website: https://www.in.gov/cji/victim-services/resources/.
Do we complete the **Total Agency Budget** for our entire organization including multiple programs or just a budget for the victim's services?	For larger organizations such as a hospital, the Total Agency Budget should be completed for your VOCA program.
Will references be required as an **attachment**?	References are not required as an attachment; however, your agency is required to attach a Letter of Endorsement for your VOCA program.
Is there a possible **Match** Waiver this cycle?	Yes, applicants may request a match waiver. The Match Waiver Request Form is located on our website: https://www.in.gov/cji/victim-services/resources/.
If something was previously used as **match** (ex: Medicare), can it be changed to a grant fund on the new application? Or once it's fixed as grant or match, it has to stay that way moving forward?	Federal funds cannot replace or supplant non-federal funds appropriated for the same purpose unless those funds are no longer available. If there is a reduction in funding that previously funded that expense, you will need to include a justification as to what funds were previously used and why those funds are no longer available. This will be reviewed during the application process to determine if this would be allowable or considered supplanting.
Do we write our budget based on the required 20% **match** if we intend on requesting a match waiver?	Your budget should be based on the new match percentage after the waived percentage you are requesting.