

1. I would like to learn more about what evidence-based practices are being used, especially for Legal Advocacy Programs.
 - A. Applicants must carry out their own research in support of current, evidence-based practices. The use of evidence based practices is strongly *encouraged*, but is not a requirement for funding.

2. Can the agency submit applications for continuation of on-going projects? Are there limitations on the number of projects for which an agency may apply? Can an agency submit more than one application for different projects?
 - A. Yes. Applicants can apply for a continuation of funds for existing projects. Applicants have the option of formulating new proposals for funding, as well as enhancing existing programs. There are no limits on the number of proposals that can be submitted by any applicant.

3. Can an agency request funding for multiple projects in one application, or is it necessary to submit separate applications for each project (legal advocacy, shelter services, community education, etc.)?
 - A. An agency may submit one application for funding multiple projects, or submit an individual application for each individual project.

4. Can Match exceed the grant funds in each line item? What if there is no budgeted grant money for each line item?
 - A. Match listed in the application's budget should not exceed the 20% required match amount. Applicants do not need to provide match for each line item. An agency may choose to allocate additional monies to this project that exceed the required 20% match. If match exceeds 20%, the excess may be noted in the agency's financial records, but the excess should not be included in the application.

5. How do we apply for new services that may be funded under the proposed VOCA regulations?
 - A. Agencies must follow the current VOCA program guidelines. Revisions may be allowed when the proposed regulations are finalized.

6. Please review the process to apply for a waiver to the matching fund requirement.
 - A. A letter of justification as to why a match waiver is necessary must be submitted with the application. Please note, applicants requesting a waiver must still include the full 20% match in its application, as required by the Program Guidelines. Once SOVWA receives and reviews the match waiver requests, it will send a

letter to the OVC Director requesting the match waivers. Upon approval of the match waiver request, subgrantees will be asked to submit a revised budget.

7. Please review the volunteer requirement and waiver process.

A. Applicants are required to certify that they use volunteers as a condition of receiving subgrant funds. Subrecipient organizations must use volunteers unless SOVWA determines there is a compelling reason to waive this requirement.

A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

If an applicant requests a waiver of the volunteer requirement, a letter of justification must be submitted with the grant application providing a compelling reason why the use of volunteers is not feasible for the agency.

8. Are all VOCA-funded personnel required to have the 40-hour DV or SA training if an agency is not designated as a domestic violence or sexual assault agency?

A. No. Agencies that are not designated as a domestic violence or sexual assault agency (e.g., legal services or child advocacy centers) are not required to have staff attend a 40-hour DV or SA training.

9. Are costs related to out-of-state travel to conferences allowable?

A. Yes, so long as the conference is related to the grant-funded project. Prior approval from the Program Analyst is required.

10. If our Agency would like to send to staff to a Conference, what budget categories should those expenses be listed under?

A. Conference registration fees should be listed under "Purchases of Services" and travel, hotel, and subsistence costs related to the conference should be listed under "Travel, Transportation, and Subsistence."

11. Are immigration legal services provided to victims of crime covered by this grant?

A. Under an expansive view of the current VOCA Program Guidelines, these civil legal services **WOULD BE ALLOWABLE** so long as they are reasonable and arise as a direct result of the client's victimization.

Thus, SOVWA, as the State Administering Agency for VOCA funding, will allow

awarded VOCA funds to be used outside an emergency context for reasonable civil legal services, provided they are necessary as a direct result of the victimization.

Please note: Tort actions, divorces, or civil restitution efforts are prohibited.

12. Can grant funds be used for community education?

A. VOCA Program Guidelines allow for community education for the purpose of identifying victims and to provide or refer victims to services. VOCA funds may be used to support activities and costs related to such programs including presentation materials, brochures, and newspaper notices.

13. If we provide direct transportation for clients (with our own agency vehicles) are we locked into .31 cents a mile, or are we allowed to ask for actual cost of transport?

A. Applicants are required to use the .31 per mile reimbursement rate.

14. How do I determine the value of volunteer time?

A. Under the VOCA Program Guidelines, volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipient for its own paid employees. The value placed on donated services must be consistent with compensation for similar work in the applicant's organization.

15. Can VOCA funds be used assist a victim pay for rent or utilities?

A. This is not an allowable expense under VOCA program guidelines.

16. Is it acceptable to purchase *miscellaneous* office supplies?

A. No, it is not acceptable to budget for office supplies without providing specific details. Costs should be itemized, showing computation and per unit cost. Estimate the cost of expendable items directly required by the project, such as individual office supplies, postage, and other expendable materials needed during the operation of the project.

17. Is there a limit to the percentage of salary that can be charged to the grant for the Executive Director position?

A. Under the VOCA Program Guidelines, salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals are unallowable unless these expenses are incurred while providing direct services to crime victims OR while directly supervising direct service providers on the VOCA-funded project.

18. Please clarify the calculation for the 10% de minimis ICR on the Indirect Cost fact sheet, specifically the section where it says, “The 10% de minimis ICR is applied to MTDC, which excludes the portion of each sub-award in excess of \$25,000”. If we do not have a negotiated federal rate, does this mean there is a “cap” of \$2,500 (10% of \$25,000) that we can ask for on the Indirect Cost line?

A. No, MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

19. What is the required match?

A. The VOCA guidelines require that all applicants provide 20% matching funds for the “total project.” The 20% matching funds are calculated on the total project costs. The match can be calculated in the following manner:

\$150,000 x 4 = \$37,500 (match)
\$150,000 Federal Award
\$37,500 Match
\$187,500 Total Project Cost

Another way to calculate match is to multiply the grant funds request by 25%. This is the same as in the example above in which grant funds requested is divided by four (4).