



## 2017 VOCA Pre-bid Question and Answer

April 27, 2017 (Jefferson City, MO)

**Q: New organization, originally formed by a church. Have spun off from the church, but continue to meet within the church which is donating the space. Can they claim this as match?**

A: If the applicant agency is the church and you are meeting at the church, you cannot claim the space. If you are a separate 501(c)(3) you can claim the space (as match) at fair market value with amount provided by a local realtor. This would need to be claimed as a line item under supplies and operations.

**Q: If an agency is asking for a match waiver, how does that impact their application budget? Does the budget reflect the request for a waiver of match, or should the budget include the 20% match?**

A: The match does need to be included in the budget because there is no guarantee the waiver will be approved. Recommended to put in volunteer match rather than cash match, because it will still be owed even if removed from the budget. Suggested that it goes in an in-kind line.

**Q: If you are not using volunteers as match, does the volunteer have to provide a direct service?**

A: Yes, the volunteers must be doing direct service to meet the volunteer requirement. The agency needs to capture the direct service with a volunteer activity timesheet.

**Q: Do volunteers not used as match still need to fill out an activity time sheet?**

A: Some, but not all volunteers must have documentation of the activities they perform to show they provide direct service. Must specify what they are doing rather than just stating "direct service."

**Q: Can you charge the clients portion of insurance as match, or charge insurance to supplement what is not being 100% covered by VOCA?**

A: There can be no charge if it is a VOCA victim, and it cannot be used as match. Even Medicaid or insurance should not be expected to pay. There should be no charge.

**Q: Is there any clarifying information on what is looks like to provide public awareness to inform crime victims of available services? We are not always aware of who a victim is. Would that include presenting to community partners like PA or LE who would interface with victims to inform them of the services we provide to crime victims?**

A: There is clarification, it is worded a little differently as a "presentation to reach crime victims" as an awareness activity or meeting. Meeting with a PA would probably not meet this requirement.

**Q: Can you define indirect costs?**

A: Read definition. Examples from Bruce: Could be portion of ED salary or other staff charged against all programs. It must be charged similarly across all grant programs. If ED salary is already being used as direct service expenditure, it cannot be changed to indirect. If being charged as indirect, it CAN be moved to direct, dependent upon approval. Can be applied across the organization to other positions beyond just the ED salary.

**Q: The first \$25,000 of ED salary or first \$25,000 of awarded grant money?**

A: The first \$25,000 of awarded grant money.

**Q: If you apply for indirect costs through federal dollars or as match how would you document that?**

A: Hold for later in presentation. It is on a budget form for Indirect cost.

**Q: Maintenance of leased or owned vehicles?**

A: Some maintenance costs are allowable. Must be prorated. However, the agency may not request maintenance cost and mileage reimbursement. This would be considered double dipping.

**Q: Is the cost allocation plan the same as a CPA audit or 990?**

A: No, this is not the same as a cost allocation plan.

**Q: For the cost allocation plan, is the rate evaluated and agreed upon by DPS?**

A: Yes.

**Q: For the federally negotiated rate or the cost allocation plan, would this be the full award or the first \$25,000?**

A: Yes, the full award or whatever the negotiated rate is on. Negotiated rate may apply to all, or only some items.

**Q: SSVF items going onto VOCA—is this automatic?**

A: Items currently funded by SSVF must be applied for through VOCA, and are not automatically paid for by VOCA. If the position is only partially funded by SSVF, that portion can be picked up by VOCA through the application process.

**Q: Are there any issues with supplanting items from SSVF to VOCA?**

A: This is not considered supplanting as SSVF is going away. This loss of funding must be stated in the application.

**Q: An agency performs physical exams on site with nurse practitioners who by law must have collaborating physicians do oversight for their work as quality control. This service has been donated in the past by a retiring physician. Can new physicians be added to VOCA?**

A: Yes, supervision of direct service personnel can be claimed. Please make sure to provide the explanation in the justification as to why you are requesting these cost to now be picked up by VOCA.

**Q: If an agency is asking for SSVF positions to be funded, is this expansion/enhancement or continuation?**

A: This would be expand/enhance.

**Q: For county government, an agency currently uses their department director as the signing official. Would this need to be the county executive?**

A: The county executive or presiding commissioner must sign, whichever is applicable. Circuits are different, as they are their own political subdivision.

**Q: Regarding quantitative info for the Statement of the Problem, an organization working with Human Trafficking only has statistics for mid Missouri, while they serve the Ozarks area, because this information is difficult to gather. Can they use these statistics?**

A: Publish what information you have available and explain.

**Q: Do the WebGrants narrative boxes have a character limit?**

A: Yes, there is a character limit.

**Q: Is there a specific number of volunteer hours required?**

A: No.

**Q: If the agency travel policy is in the personnel manual, does it need to be attached separately?**

A: An attachment is required for this place in the application. Something may be uploaded referencing the personnel policy manual and page number.

**Q: In regards to the non-supplanting certification, does supplanting still need to be explained in the budget justification?**

A: Yes.

**Q: Does general revenue for a non-profit agency count as public funds?**

A: No. This would only count for a government agency.

**Q: Please provide an example of questions listed on risk assessment.**

A: Read from slide. Please reference the PowerPoint presentation for the response.

**Q: Does the \$750,000 audit requirement amount include match or only federal funds?**

A: Federal funds only, including ALL federal funding (not just VOCA).

**Q: If a non-profit is required to do an annual audit, do they need to do another specific to VOCA?**

A: No, the audit is for the agency as a whole.

**April 28, 2017 (Rolla)**

**Q: Can we apply for training expenses for someone not on the grant?**

A: Yes, you may apply for these expenses. The agency will need to provide a job description of the person they are requesting and explain in the justification section.

**Q: Attachments section: Everyone has to provide an audit/financial statement regardless of threshold?**

A: Yes, the agency must provide an audit or financial statement.

**Q: Do we send the waiver in with the application?**

A: Yes.

**Q: Should a prosecutor's advocate, who was under SSVF, sign up to cover that position under the MAPA program and also apply for that same position directly to the VOCA grant, so that they are for sure covered by one or the other?**

A: The agency may choose to do this. It is up to the agency on how they apply for VOCA funds.

**Q: If an agency with a SSVF prosecutor advocate will be requesting a substantial raise \$5,000 - 10,000 a year, should they apply through VOCA instead of MAPA?**

A: The agency may choose to do this. It is up to the agency on how they apply for VOCA funds.

**Q: If a SSVF advocate signs up through MAPA can they also apply directly to VOCA for just the requested raise amount?**

A: The agency may choose to do this. It is up to the agency on how they apply for VOCA funds.

**Q: If the raise is only under VOCA and main portion under MAPA, is that still an enhanced program?**

A: If the County, as the applicant agency, currently has their own VOCA grant, then it would possibly be a 'continuation', receiving a raise does not necessarily enhance the program services. If you are new to VOCA, meaning the County is not a current applicant of VOCA, then you would be a 'new'.

**Q: Under the new eligibility is a Domestic Violence/Sexual Assault Assistant Prosecutor eligible?**

A: A DV/SA Assistant Prosecutor is not eligible under the VOCA grant guidelines.

**Q: If we hired an additional advocate to just do domestic violence, would they still have to do 10% child abuse, 10% sexual assault?**

A: The categories that were listed in the PowerPoint is the overall funding categories that must be provided throughout all of the VOCA funded grants. It is not on an individual agency basis. So, an advocate may only provide Domestic Violence support, if applicable.

April 28, 2017 (Weldon Springs)

**Q: Are fundraising dollars for a non-profit considered supplanting.**

A: Fundraising dollars are not a public fund.

**Q: A County Juvenile agency has a Coordinator position currently on VOCA, and they are adding a Victim Advocate from the SSVF grant. Would the current volunteers that they are utilizing for the Coordinator position count towards volunteer match and/or the volunteer requirement?**

A: Yes, since it is all under the same applicant agency, the current volunteers in place may be counted towards match and/or the volunteer requirement as long as they are providing direct services.

**Q: If you meet the State audit requirement threshold but do not meet the Federal audit requirement threshold, is there a difference between the audits?**

A: No, there is not a difference between the audits. You are providing an audit of the agency.

**Q: If a victim does not have a U.S. citizenship, may we still provide services?**

A: Yes, you cannot discriminate based on Immigration status.

***Tip from KKW: Copy and paste items from the application into a Word document.***

**Q: Do you have any advice on how to proceed with our application when we have not yet received a decision regarding our supplement/contract adjustment? Without knowing if the personnel we requested under the supplement are approved or not, we don't know if they are continuing or new positions under the project, for example, nor do we know if the costs are approved, etc. So it is difficult to know if we should ask for them in the new application as well.**

A: If you are applying and submitting before you receive your Contract Adjustment final approval, then I would provide the justification to the best that you can for the reviewers to understand what you are requesting. If you wait until after the Contract Adjustment, then you would update your information accordingly.

**Q: Can you verify that all direct services to secondary victims (children of domestic violence victims, for example) are allowable? For example, would providing children's group activities that occur concurrently with groups for adult victims be allowable?**

A: Yes, this is an allowable activity and working with secondary victims is allowable in this case.

**Q: I also just want to clarify that for non-profit agencies, supplanting applies only to the use of public funds. For example, we have not included office supplies in previous VOCA applications and have used general operating funds to cover the costs of office supplies. Can we now ask for office supplies in this application without supplanting being an issue?**

A: You may ask for the office supplies but I can't say if they would be approved or not because there's more to approving than just the supplanting. The justification needs to be provided, as directions are provided, and clear to the reviewer.

**Q: The pre-bid presentation says the "NPO's are sometimes subject to supplanting concerns" but there is no additional information about what that means. When does supplanting become an issue for NPO's?**

A: Supplanting becomes an issue when the agency is trying to supplant PUBLIC funds, meaning Federal, State or Local funds. As stated in the pre-bid as examples, fundraising, donations, and United Way funds are not considered PUBLIC funds.

**Q: All of the allowable services listed in the pre-bid presentation under 94.120 and 94.121 are marked as being "subject to restrictions". Are the restrictions solely those that are outlined in 94.120 and 94.121 or is there more information to be provided as to the kind of restrictions that may apply?**

A: I would refer to 94.120 and 94.121 along with the Notice of Funding Opportunity documents page 7 -9.

**Q: The Self-Evaluation Risk Assessment asks the question: "Does the agency have new personnel that will be working on this subaward?" How do you define new personnel? Hired within the last 90 days...or what time period?**

A: According to our Program Manager, NEW would be anything within the last year.

**Q: Can you let me know exactly what level of detail is required for the categories?**

- **Description of the Funding**
  - **Is this asking whether it is federal state, local grant or private foundation? Or something else?)**

**A:** personal and anonymous donations can be lumped together, each public fund grant needs to be listed separately, and foundations separately as well, fundraisers for your organization can be lumped together

- **Expenditures Covered by Funding**

**Is it sufficient detail to say personnel, general operating, supplies, etc?**

**A:** we need sufficient information to ensure that supplanting of PUBLIC monies is not occurring, otherwise, yes you can be more general example: advocate A is on your current grant at 50% and on VAWA 50% we need to know that as you are not allowed to supplant VAWA funds with VOCA funds.

**Q: The requirement of Other Funding Sources Form #18. This form requires the applicant to individually report all funding sources for the organization over \$5,000. For our agency a preliminary review of our funding sources would require us to individually report 59 funding sources with the following information:**

- **Source of Funding\***
- **Amount\***
- **Description of the Funding \***
- **Funding Period\***
- **Expenditures Covered by Funding\***

**As you can see, this is an enormous undertaking and strain for our agency to individually report and provide all of the additional details required. Is it possible to report this information in the aggregate versus individually?**

**A:** From the instructions that we have received and per the instructions that are provided, you do have to report them individually. I understand the undertaking of this; however, this is all part of verifying the financial information and risk assessments that are being placed upon us.

**Q: Can you let me know who implemented this rule?**

**A:** This was implemented as part of the risk assessment process. This process is new to CVSU, but not new at all and in fact should have been being done all along. This information assists us in assessing the risk of the grant funds.

**Q: How many volunteer hours are required each year/month?**

**A:** Volunteers must be used in the provision of direct services and they must be documented by an activity timesheet. At this time, volunteers must be utilized at a minimum amount of an hour during the project.

**Q: How many volunteers are required for each agency?**

A: Volunteers must be used in the provision of direct services and they must be documented by an activity timesheet. At this time, volunteers must be utilized at a minimum amount of an hour during the project.

**Q: Does the agency need to utilize volunteers year-round?**

A: Volunteers must be used in the provision of direct services and they must be documented by an activity timesheet. At this time, volunteers must be utilized at a minimum amount of an hour during the project.

**Q: Are there any limitations on who can volunteer (example high-school student)?**

A: The agency must follow the standards and guidelines that they fall under according to the services that they provide. The agency will either follow the MCADSV Standards and Guidelines or the MOCVSU guidelines. These guidelines provide further information on who may volunteer and possible qualifications.

**Q: Please clarify if our auditors determine that we have an administrative cost of 12%, that we could take 12% of our TOTAL budget vs the first \$25,000.**

A: From what we understand, the agency auditors will need to do a Cost Allocation Plan. The Cost Allocation Plan would include Direct Cost and Indirect Cost. Then, if the agency chose, you would request the Indirect Cost on the application. Using the Cost Allocation Plan is not limited on the first \$25,000 nor is there a percentage to multiple against a total. It is determined by what is on the Cost Allocation Plan has indirect cost and then provided in the application. Please keep in mind, that if you are requesting an item be Indirect Cost, then you may not (on any other grants) request them to be direct cost. For example, if you put office supplies as an Indirect Cost to the agency, then you could NOT request them to be Direct Cost on the VOCA grant or VAWA grant (or any other grants).

**Q: A new requirement is to include a list of other funding streams over \$5,000. Does this include a list of private donors that have given this much?**

A: If you receive a private donation, that funding is under Donations in your agency budget. If the agency divides this on their agency budget by identifying the donor, then you would have to list them out on the other funding streams.

**Lee's Summit 5/1/17**

**Q: Indirect costs will be negotiated and set by June 2<sup>nd</sup> application deadline?**

A: No, you will submit your cost allocation plan. Negotiations will begin after an offer of award has been made.

**Q: When several people are working on the grant, can we have multiple users?**

A: Yes, only one person will be notified of the grant awards and other notifications; however, you may have multiple users.

**Q: Do "Other Sources of Funding" need to be broken down for all funds over \$5,000.00 individually?**

A: Yes, Other Sources of Funding will need to be broken for each amount over \$5,000.00. Individual foundation donations, grant funds, local funds, fundraisers, etc. should all have their own line on

this form. Individual donations do need to be broken down, but the donor's name does not need to be listed.

**Q: How much in unobligated funds are out there?**

A: It is unsure at this time; however this does not count the funds that are already allocated to this contract and the contract adjustment allocations.

***Tip from BE provided at the Lee's Summit- to cut and paste from WORD into webgrants application forms, use ctrl c (cut) and ctrl v (paste).***

**St. Joe 5/1/17**

**Q: Never had medical benefits before on the grant. October is the contract start date, but benefits will not be ready by then. How do we show this benefit?**

A: Provide us with the best estimate you have. We require full documentation to process claims, but at the time of application please provide us with the best estimate as possible.

**Q: Will this be a negotiated application?**

A: When the application is submitted, it goes to a review panel and an offer of award may be made. After that, it will be negotiated for corrections, but there is not a negotiation during the grant application process. They are reviewed as submitted.

**Hannibal 5/2/17**

**Q: When will we be notified of our award?**

A: Sometime before October 1<sup>st</sup>. An exact timeline has not been set.

**Q: Can you move through the application and change things even after I have completed sections?**

A: Yes. Until you hit that final submit button, you will be able to change things as much as you like.

**Q: I work for a County, however not every victim can make it to me, so a non-profit agency is willing to give me space to work out of when necessary. Can this be used as match?**

A: If the agency owns the building or if VOCA is not already paying the portion of the office requested, then this request for match could be considered. Also, a fair market value must be established by a realty company for the office space and an official letter stating the value must be attached in Other Attachments.

**Q: Receive many donations such as furniture and clothing. Can those be valued and claimed as match?**

A: Yes, this can be fair market valued at the time of donation. It also must be donated during the grant period. It cannot fall outside of the October-September, 24 month timeframe. Clothing is a new item that can be counted as a direct service when it is presented as an emergency situation.

***The morning of the Hannibal pre-bid Lisa stated an email released last night (5/1/17) stated VOCA funding would be decreasing by about 17.2%.***



May 4, 2017 (Springfield, MO)

**Q: In the past the 20% match had to be non-Federal, non-State for nonprofits, is that the same?**

A: No, just non-Federal sources.

**Q: For indirect cost, when will the rate negotiation, utilizing the Cost Allocation Plan, be handled?**

A: Evaluation/Negotiation will be during the normal process of the award being given back to the agency for corrections (if awarded).

**Q: A pass-thru grant is different than contracting?**

A: Yes.

**Q: I'm a CASA program, the children are a ward of the state, how can we provide the Crime Victims Compensation information since the state is the technically the legal guardian?**

A: The agency must provide the information to the person who is physically taking care of the child. So, it could be a family member or foster parent. Someone needs to receive the information in order to meet the requirement. The agency must also be available to assist, if necessary. Could we have an MOU with the Children's Division to provide the additional assistance? Yes, as long as an MOU spells out the process.

**Q: If you have an umbrella agency (and they are the applicant) but you have a shelter and CAC office. If the volunteer works in the shelter, can those hours be counted toward the entire project or just the CAC portion?**

A: If the umbrella agency (the applicant) has volunteers, whether they volunteer for the shelter and/or the CAC section, those hours may count as long as the volunteer is providing direct services.

**Q: If someone gives you a discount on the space being utilized, can you count that as match?**

A: The agency must provide a fair market value of the space. And you may not donate space to yourself.

**Q: The Other Funding Sources form, if I am a Sheriff's office in a county, do I account for the entire county or just the Sheriff budget?**

A: You would only account for the Sheriff's office.

**Q: May you apply for benefits of non-VOCA staff?**

A: Yes, the agency may apply for benefits of non-VOCA staff. The agency needs to provide job descriptions and justification. You may only request the percent that they are providing direct services.

Questions that need further clarification:

**Q: COMTREA is a federally qualified facility with medical, dental, and behavioral health services. If a woman in shelter receives medical treatment, are they allowed to bill for this?**

A: We will get further clarification on this.

**Q: How does NAP apply to supplanting concerns?**

A: We will follow up on this. We also need to specifically define what is included in public funds.

**Q: It is my understanding that the purpose of the Other Funding Sources section is to ensure that agencies are not supplanting public funds. I would like to clarify whether or not all PRIVATE funding over \$5,000 needs to be entered, since those funds are not included in the considerations regarding supplanting?**

A: The Other Funding Sources section is for two purposes, 1. To help verify the other funding sources that you are requesting through the VOCA grant project and 2. Part of the risk assessment process. This form is not necessarily new; just the way that agencies are reporting on it is new. In the past, the agency was to report any other funding sources utilized for the project. This would help us identify the supplanting issue and how the remaining dollars of items were being paid. With this year, adding the risk assessment, we are asking agencies to still do that but now they have to report on all of their funding over the \$5,000 limit. Any identifiable source of \$5,000 needs to be broken down and provided. Donations are a combination of anonymous and known. Due to that nature, we are not asking for you to necessarily breakdown the donations section. If you have a Foundation that is over \$5,000, then you will need to provide that individually. If they do not total \$5,000 then you will just lump it as one. I hope that clarifies for you.

**Q: Additionally, since the detail about positions and funding amounts is being requested in the Other Funding Section, does it also need to be supplied in the budget justification?**

A: Yes, you will still need to address it in the budget justification because this is part of the requested information in that section.

**Q: Will you please confirm that overtime is an eligible expense under VOCA?**

A: Overtime is an eligible expense to be **claimed** on the Reimbursement; however, there is not a current budget line item for overtime. The agency is allowed to request the reimbursement on the personnel line that it corresponds but please remember you may run out of money sooner at that line.

**Q: At the time of the application, how many bids are required for equipment, minor building modifications, and other similar costs? I'm sure 3 will be required later, but is 1 enough for now?**

A: At least one bid must be submitted with the application to ensure how you reached the cost of the item that you are requesting.

**Q: Looking in the NOFO and the WebGrants manual, I read that equipment costs are to be prorated if not used exclusively for victim-related activities, but operations/supplies are to be prorated based on the proposed VOCA budget compared to agency total income. Do prorated costs for an audits fall into the operations/supplies category?**

A: As stated in 94.121 under Operating costs: Audits fall under the operations/supplies category.

**Q: Several places in the NOFO give a qualification about eligible costs, that the State Administering Agency may impose restrictions, e.g., transitional housing, relocation, staff supervision. May grantees assume that these costs are eligible and that no restrictions have been imposed as they are not listed in the NOFO?**

A: Please reference 94.119-94.121, this provides additional information.

**Q: Would you please define the types of positions fall under the “management” category, in terms of ineligible and expressly unallowable costs?**

A: Please reference 94.121 for administration cost. Reference 94.122 for any unallowable cost.

**Q: A minimum of 3 Letters of Collaboration is required. Will applicants be scored higher if they provide more Letters of Collaboration? And if so, how many is too many?**

A: The requirement is 3 Letters of Collaboration and/or MOU. We review on what is provided to us. We do not have a maximum amount. Please just be reasonable in your submission.

**Q: There is an option to include Letters of Support. Will applicants be scored higher if they provide support letters?**

A: It enhances your application but does not increase the scoring.

**Q: The PowerPoint said all questions must be received by 5/5. Will any questions be answered after 5/5/17?**

A: If you have technical questions, we will try to still answer after the 5/5 date.

**Q: WebGrants Manual, Page 9, Form #2: The manual states that agencies must include their street address in addition to their mailing address. May domestic violence agencies leave the street address blank?**

A: The street address is NOT a required field within WebGrants.

**Q: WebGrants Manual, Page 13, Form #3: If our program offers residential and non-residential domestic violence services, would it be preferred for us to select “domestic violence services” or “domestic violence shelter”?**

A: You need to choose which one best represents the project that you are requesting.

**Q: WebGrants Manual, Page 41, Form #18: Will you please verify that Other Funding Sources valued at \$5,000 need not be listed, instead only listing those sources OVER \$5,000?**

A: The directions state ‘over \$5,000’ needs to be listed.

**Q: What is the value of unobligated VOCA funds available for distribution?**

A: Due to the current grant ending September 30, 2017, we will not be aware of the unobligated VOCA funds available until after the last claims are processed.

**Q: For the Report of Success, we are asked to “in an outline format, restate the Type of Service and Objectives verbatim from the current contract.” In our current VOCA Contract, we have 5 VOCA Goals and Objectives listed in the approved narrative, but within the VOCA Goals and Objectives field in the portal, we have 6 listed. The additional Goal and Objective relates to the Criminal Justice Advocate position, for which we were not funded.**

**Would you suggest that we address this Criminal Justice Goal and Objective within Form #14 Report of Success of the VOCA Application?**

**A:** Yes, I recommend addressing **all** objectives as they are listed in the current contract; you can explain this objective was for the CJ Advocate position, for which you were not funded, and it was mistakenly not removed during the revision process of the current contract.

**Q: Also within Form #14 Report of Success, we are asked “if the proposed project is currently being supported with VOCA or SSVF funds.” We have a current SSVF project, but we are planning on reporting on the current VOCA Goals and Objectives within Form #14 Report of Success only. Is this what you would suggest?**

**A:** Per the VOCA WebGrants manual, “If the proposed project is **currently being supported with VOCA or SSVF funds**, in an outline format, restate the Type of Service and Objectives **verbatim from the current contract** or the ‘VOCA Goals and Objectives’ form located within the Grant Components section of the current contract.” So, if you plan to request your SSVF project be funded by VOCA, then you should probably include the SSVF Goal and Objectives; if you are **not** requesting your SSVF project be funded by VOCA, you need only list your current VOCA goal and objectives.

**Q: In DPS Portal Form #14 Report of Success, we are to discuss the “goals and objectives of the currently funded project.” Is the timeframe to report on is the current VOCA projected dated 4/1/2016 to current date?**

**A:** You will report from the start of the current contract period (VOCA - April 1, 2016 and SSVF July 1, 2015) up until the time the contract is written.

**Q: In Form #10 Number of Victims to be Served, we are asked to “give statistics from previous years to support the estimate. The statistics should be listed by grant cycle.”**

**Are the grant cycles you are referring to:**

- Contract Period - 10/1/2013 to 9/30/2015
- Contract Extension – 10/1/2015 to 3/31/2016
- Current Contract Period – 4/1/2017 to present

**How do you suggest that we construct our table of results using these grant cycles?**

**A:** For VOCA, the current contract cycle is 04/01/2016-09/30/2017; the previous contract cycle ran from 10/01/2013-03/31/2016. I cannot advise on how to construct a table in order to report these results.

**Q: In Form #9 Victim Compensation Assistance, we are asked to report the number of applications assisted with “during the last grant cycle.” Is this referring to the Contract Period 10/1/2013 to 9/30/2015?**

**A:** The current (last) grant cycle is 04/01/2016-09/30/2017

**Q: Form #2, Contact Information, for the VOCA application process. On Page 11 of the WebGrants Manual, it states: “NOTE: The Project Contact Person may be the same person as the Project Director.” However, is it acceptable for the Project Contact Person to be the same person as**

**the Authorized Official? In our case, we would like our CEO to serve as both Authorized Official and Project Contact Person, if permissible.**

A: Yes, the Project Contact Person may be the Authorized Official. The Authorized Official may **not** be the same as the Project Director or Fiscal Officer.

**Q: Coordination of Services: The online application instructions read in part, "Please note that this is a REQUIRED component to receive VOCA funds; however, attendance at formal coordination or collaboration meetings is not and cannot be a component of VOCA or match funded staff/volunteers job duties." I believe this wasn't updated to match the NOFO. Will you please clarify that the NOFO is correct and that coordination of services is allowable?**

A: As stated in 94.120: Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators  
Additionally, the coordination or collaboration component should still be used to identify victims or provide victims to services.

**Q: If seeking funds from VOCA for client costs associated with eligible transitional housing or relocation (direct services 94.119), under what budget category do they fall?**

A: For request for Transitional housing and relocation, it would depend upon what you are requesting. If you are requesting travel expenses for transitional housing, those expenses would possibly go under the Travel. If you are requesting security deposits/utilities would more than likely go under Supplies/Operations. You will need to use your best judgement when requesting and provide the justification.