



VOCA Victims Services Grant Program Grant Application Frequently Asked Questions Updated February 26, 2019

FEDERAL GUIDELINES/REGULATIONS

1. Where can I find information about the Federal Victims of Crime Act (VOCA) Final Rule?

The Victims of Crime Act (VOCA) Formula Victim Assistance Grant Program Final Rule is available [here](#). The sections that are most applicable to those applying for a Victims Services Grant Program (VSGP) grant begin at section [§ 94.111 \(Sub-Recipient Program Requirements\)](#).

2. Where can I find the Frequently Asked Questions document from the Office for Victims of Crime (OVC)?

The OVC "FAQ" document is available [here](#).

3. What is the Department of Justice's Grants Financial Guide, and where can I find it?

The [Department of Justice \(DOJ\) Grants Financial Guide](#) "serves as the primary reference manual" to assist DOJ award recipients in "fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of your award." The Grants Financial Guide is available [here](#).

MATCH & AWARD LIMITS

4. If I propose a project with a total cost of \$250,000, how do I determine the amount of match needed?

The VOCA Rule requires that 20% matching funds be provided. You can figure out the required match amount by multiplying the total cost of the project by 0.2, so for a total project of \$250,000 the needed match amount is \$50,000.

5. Is the match amount included in the maximum award amounts for each funding category?

Yes, the maximum award amounts listed are the total project costs, to include VOCA funds plus matching funds.

6. Can you clarify the award limits and what’s meant by “awards”?

For purposes of these guidelines and establishing the maximum funding levels, “award” means total cost of the VOCA project (VOCA funds + match).

7. Do match amounts have to be a “line-for-line” match?

No, you can determine what categories and amounts will comprise the match that totals the required amount.

8. For in-kind match for volunteers and/or interns, where should this be listed in the budget? Under the Personnel budget category?

Yes, this is typically the best place to document in-kind personnel costs. You can enter it as a separate line-item and include it in the budget narrative.

9. If we have a clerical support staff person, can we count that person’s salary/benefits as match?

Yes, the portion that’s supporting the grant-funded direct service staff and services can likely be counted as match. If you receive a VOCA grant, you must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used for paid employees.

ELIGIBILITY

10. Can other types of crime victims, other than those specifically listed in the guidelines, be eligible service populations?

Yes, the applicant must justify why the selected type of victim needs the services proposed in the grant application.

11. Are human trafficking victim service projects eligible?

Yes.

12. Can we serve undocumented victims?

Yes. The VOCA Rule specifically states that victim “eligibility under this program for direct services is not dependent on the victim's immigration status” ([§ 94.116](#)).

OTHER

13. How is a crime victim defined?

A crime victim is generally defined as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

14. Does it matter at what age the victimization occurred?

No, as long as services are being provided related to the victimization that person experienced.

15. If we are applying for funding in all three funding categories, should we provide separate budget narratives?

No, you do not need to provide a separate budget narrative for each funding category. Just be sure that there is a budget narrative description for each line item. In other words, each line item in the itemized budget should have a corresponding budget narrative description.

16. Can we submit memoranda of understanding (MOU) in place of cooperative agreements?

Yes, as long as the roles/responsibilities are clearly described and defined in them.

17. What is the VOCA CFDA number?

The Catalog of Federal Domestic Assistance (CFDA) number is 16.575.

18. Can VOCA funding pay for court costs/fines of victims?

No.

19. What's included in fringe benefits?

Fringe benefits typically include FICA, social security, taxes, health insurance, etc. These typically include any reasonable expenses included in your organization's usual benefits package.

20. Can the cost of a mobile service vehicle (such as a mobile forensic unit) be supported?

Yes, this project could be supported.

21. In Funding Category 1 under "Eligibility" the guidelines state that funding "will not be provided for start-up organizations." Can you define start-up organizations?

A start-up organization can be defined as a brand new organization or an organization that does not have an established record of providing effective services.

According to 42 U.S.C. § 10603, a program is eligible to receive VOCA funds if the program:

- A. is operated by a public agency or a nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provides services to victims of crime;
- B. demonstrates
 - a. a record of providing effective services to victims of crime and financial support from sources other than the Fund; or
 - b. substantial financial support from sources other than the Fund;
- C. utilizes volunteers in providing such services, unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement;
- D. promotes within the community served coordinated public and private efforts to aid crime victims;
- E. assists potential recipients in seeking crime victim compensation benefits; and
- F. does not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.

22. Will there be different reports for each of the three funding categories OR will there be one report for the entire grant?

Organizations will not need to complete separate reports for different funding categories. Organizations will complete one progress report (to include narrative and Performance Measurement Tool reporting) and one financial report each quarter for the grant award as a whole.

23. If you include a request for your Virginia Sexual and Domestic Violence Grant Program project in your application, do you have to provide the 20% match?

Yes, if you are applying for funding in Categories 1 and/or 2 for your VSDVVF project, you would be required to provide 20% cash and/or in-kind match.

24. How were the Category 3 funding levels determined?

In an effort to establish more consistent levels of base funding for sexual and domestic violence agencies, grantees' max base funding levels may be more or less than current Sexual Assault and Domestic Violence Grant Program (SADVGP) awards. There are several reasons why it is important to establish base funding levels at this time, including:

- The amount of VOCA funds available is only guaranteed through September 2021; therefore, these totals are meant to be for programs' biggest necessities. This is to begin to establish a baseline of needed funding support for your programs, as we don't know how the funding levels will change after 2021.
- Many programs have requested more equity in grant awards among similar programs. Formulas that have been used in the past may no longer be applicable or relevant to many agencies.
- It's best to start determining and planning this now, while we have a large VOCA award.
- And related -- due to the large VOCA award, current SADVGP grantees can request up to \$1,000,000 more in funding categories 1 and 2 (of course, including match), in addition to the max base funding amount. Additional funding can support any differences between the

max base funding levels and current SADVGP awards, as well as continuation of VOCA New Initiative projects, expansion of existing services, and/or development of new projects.

25. The application asks for a grant number in certain places. What grant number do I use?

When the application asks for a grant number, you can either leave it blank or list our federal grant number 2018-V2-GX-0011.

26. How can I include my Sexual Assault Services Program (SASP) funds in this grant?

If you are intending to roll SASP-related expenses into your VSGP grant budget, you can include them in any Funding Category that you'd like. Here are some possible scenarios:

- If you have not reached your maximum amount in Category 3, you can simply include your SASP amount within your Category 3 request. You do not need to request anything in one of the other two categories unless you find yourself going above your max amount.
- If you have reached your maximum amount in Category 3, anything over your max amount can be requested in Categories 1 and/or 2.

27. In Category 3, can we only request funding for items for which we currently receive SADVGP funding?

No, you can request anything you'd like in Category 3. If you want to request funds for projects/staff/items that are not currently in your SADVGP grant award, you can do that in Category 3. Or, you can make those requests in Categories 1 and/or 2. It is entirely up to you. You are not limited to items that are in your current SADVGP award.

REVIEW PROCESS

28. How will competitive applications be evaluated?

Applications will be evaluated in the following manner:

Required Documentation Submitted	10% of total application score
Budget and Budget Narrative	30% of total application score
Project Description	60% of total application score
1. Summary Project Description, Goals, and Objectives --	14%
2. Organization Background, Mission, Experience, Capability --	13%
3. Problem Statement/Needs Assessment --	43%
4. Partnerships, Collaboration, and Coordination of and Linkages to Services --	13%
5. Community Outreach --	3%
6. Project Management and Staff --	8%
7. Performance Measures and Evaluation --	6%

29. Are extra points awarded for a project that addresses one or more Priority Areas?

Applicants will receive one additional point for a project that addresses one or more Priority Areas. In other words, applicants will not receive a point for each Priority Area, but will receive one point overall if they address one or more Priority Areas.