

**Victim Services Grant Program (VSGP) FY 2022 and 2023
Application FAQ**

If applicants see any inconsistencies on completed copies of the forms, or have formatting issues with any of the forms, please reach out to the VOCA Technical Assistance (TA) inbox with a copy of the form in order for the TA team to make the formatting corrections.

ALLOWABILITY

Are we able to purchase bus passes for victims? Are we able to buy gas cards for the parent/guardian of child victims so they may get to necessary programs/ appointments? We will have an Advisory Board to steer this service – are we able to use grant funds to purchase gift cards to compensate advisory board members? Bus passes are potentially allowable provided the transportation needs have a direct tie to victimization or direct service provision. Gas cards are more complicated as a subgrantee would have to demonstrate that the card can only be used for gas, and be able to track/document where the victim travelled to using the gas purchased with grant funds. All budget costs must be appropriately described and justified. Please see pg. 19 of the Grant Guidelines for more information about the needed justification for items falling under Supplies/Other. Gift cards are not an allowable use of grant funds.

Can you please direct me to the paragraph/section in the VOCA rule explaining the ability for a supervisor of direct service staff to request funds for “supervision time” of the staff? In short, my salary is 100% privately paid (not grant). I supervise 3 staff, all of which are grant funded (with match). My salary is much lower than a clinician I supervise, so I’m contemplating a request of funding through the VOCA grant to raise my salary above those I supervise, since I do all direct supervision. Are you able to easily point me to the VOCA RULE paragraph/section that addresses the allowability of funds for the supervision of direct service staff? The VOCA Rule references Supervision of Direct Service Staff on pg. 20, under Allowable costs for activities supporting direct services. It’s also important to know that in order for supervisor staff time to be charged to the grant, you would have to document the time actually spent supervising direct service staff. Any request for salary should be appropriately justified. Pg. 16 of the Grant Guidelines includes more information about what your justification and description should include.

On the VOCA Initial Readiness Assessment, it asks, "Do you audit your financials at the end of the fiscal year?" To be considered "VOCA ready" on this line item, the answer must be yes, per the form. Are audit expenses now allowable under these funds? We have received updated guidance from our OVC Project Manager indicating that audit costs are only allowable for reimbursement using VOCA funds if your agency is required to undergo a single audit by the Single Audit Act and CFR 200 Subpart F - Audit Requirements.

Is travel an allowable expense? This grant program will not support vehicle purchases, new vehicle leases, or out-of-state travel (including out-of-state conferences). However, travel is still an allowable budget category in this grant program, please see pages 17 and 18 in the Grant Guidelines for allowable Travel costs. Additionally, please see the question and answer below about out-of-state travel for programs that sit near the state line and have day-to-day business in neighboring states.

Our agency has previously been funded for Core Services and Competitive funding. Can you confirm that in this year's application we have the option to move services that were previously funded with competitive funds to our Core funding request (and vice versa). Correct, core funding does not have to fund the same positions and services as your current grant award.

Are we allowed to ask for Core Services funding to fund positions or activities that have not been funded in previous grant cycles, assuming they are VOCA eligible costs and we are not requesting more in Core funding than our agency is eligible for? Yes you may request core service funding for new positions and activities. We ask that you evaluate the needs of your service area and then identify how you will address those needs through "Project Specific Goals and Objectives." You can review the "Project Specific Goals and Objectives" on page 22 and 23 of the grant solicitation. The webinar, "VSGP FY 22-23 Training Video for Sexual Assault and Domestic Violence Core Services Funding Recipients", which can be found on page 11 of the solicitation, provides more details on identifying and addressing needs through Project Goals and Objectives.

Our agency is located very near the state line. Our closest hospital and urgent care clinics are located in Tennessee. Additionally, going to Wal-Mart, Target, Office Depot, etc. require going to Tennessee. Can there be an exemption to the out-of-state travel restriction in our unusual situation? An exception is more than reasonable and allowable in your particular circumstances. The ban on interstate travel was meant to apply almost completely to travel for trainings, conferences, etc. and was not meant to include the day-to-day occurrences that you are referencing given your rural location and proximity to the Tennessee state line.. Applicants should document any similar situations/out of state travel in their budget requests.

Is liability insurance allowable? The VOCA rule does allow for a prorated share insurance costs, including liability insurance when those costs are in connection to the provision of direct services. The VOCA Rule is your best resource for allowability questions. It is linked in the Grant Guidelines.

We currently have 3 employees under VOCA and there have always been 3 employees historically since we started receiving VSGP funds. We would like to request a 4th position "case manager" if we are selected to continue to receive this award for the next fiscal year. Based on the federal cuts do you think it is okay to request a fourth position in our application? Would that hurt our chances of getting the grant all together? Your

grant application should reflect what your agency needs in order to provide services to victims in your service area. All the positions that you include should be clearly described and justified so that the reviewers are able to understand how each position is tied to service provision and your goals/objectives. As you note with the uncertainty of grant funding and federal VOCA levels, sustainability with any grant funded position is important and this should be addressed in your sustainability plan.

ATTACHMENTS, Budget Workbook

Will you please clarify for me what percentage should the “Total percentage auto fill” cell amount should be on lines 7 of the itemized budget? Our total Federal VOCA funding for the Non-Competitive (CORE) grant is 80%. Our total Federal funding for the Competitive grant is 80%. Should the “Total percentage auto fill” cell amount to 80% or 100%? The total of 100% on line 7 is correct. This means that you have identified 100% of the VOCA request to the listed priority areas. It is true that the VOCA request is only 80% of your total award. The remaining 20% is made from your local match. This VOCA and Match breakdown is not connected to lines six and seven where you estimate the percent of VOCA funds that will be used for the VOCA priority areas.

The cells in the columns for the description and justification are tiny as compared to what the guidelines are requesting that we put in them. Is the size of the cell indicative of what is really expected, or should our descriptions and justifications fall more in line with the level of detail used in the previously used Word format for the budget narrative, i.e. paragraph length responses. I’m happy to be as concise as possible, but wasn’t sure whether or not the size of the cells was meant to indicate something? The size of cells in the narrative are not indicative of what we would like to see in the descriptions and justifications. You should be able to make columns wider or lines longer. There is no word count limit in the cells so please feel free to add as much information as you want to complete these sections.

My question applies to the budget narrative portion of the application. On the personnel budget category portion of the spreadsheet, we are asked to give a description and justification for each position. However, this is a very small space to provide descriptive information. It is unclear to me how much detail we are supposed to use to show that the cost is allocable, allowable, justified, and reasonable. Should we be expanding this section to fit a paragraph of information? The size of cells in the narrative are not indicative of what we would like to see in the descriptions and justifications. Please refer to the Grant Guidelines for information about what to include in the description/justifications. In terms of the spreadsheet, the form is locked in other ways, but columns and rows can be made bigger or smaller. There is no word count limit in the cells so please feel free to add as much information as you want to complete these sections. You can make the G column wider by clicking on the G column, putting the cursor on the line between G and H (at the top), doing a left click and dragging the G column to the right. Or you can make the row bigger by clicking on the row,

putting her cursor on the line just under the row (on the far left), clicking and dragging that line down.

In the grant guidelines it states under Supplies and Other Expenses, "Office space rental and equipment maintenance requests must be prorated to support this VSGP project alone." If we are funded by multiple sources but all of our services are for victim services, which is the scope of our VSGP project, are we prohibited from expensing the full cost of rent to this grant? Yes, you may only charge a prorated amount to the VSGP Grant. As indicated in the guidelines the amount of these supplies must be prorated based on the amount of victims services funded by your VSGP project alone.

We are looking to include membership to the Action Alliance. For the Action Alliance, there are membership dues, VAdata fees, and potentially hotline-service fees. Can these all be listed as one item under "Organizations and Association Fees" in our budget? Yes, Action Alliance membership may be listed as one of the three membership requests under the section for "Organizations and Association Fees."

On Attachment #1, Tab 2, SAR Reporting information starting on line 118, Are we answering this question for the project for which we're asking for VOCA funds? Or are we answering this question for all of the state and/or federal funds our agency receives as an overall organization, whether or not any of those funds support this project? This section of the budget pertains to your whole victim assistance budget. For many programs, VSGP is just part of a larger victim assistance budget. For some applicants, the VSGP grant is their whole victim assistance budget. We report these numbers to OVW so that they can determine how much of the VOCA funding supports total victim assistance programming.

On Attachment #1, Column H, is "Total Request" the 80% from federal funds we're requesting or the 100% we're requesting, which includes the 80% from federal funds and 20% we're matching? Column H should auto-populate to include the VOCA amount requested PLUS your agency match.

We would like to request funds for trauma informed training for staff. Would that fall under "equipment" in the excel budget worksheet? Also, should we list each trauma informed training we are interested in attending or describe in general the trainings we would attend? Please list training under "Supplies and Other Expenses." When filling out your excel budget, costs in the "Supplies and Other Expenses" category should be listed by major types, such as "training." List the trauma-informed trainings together as one line of your budget, and then in your budget narrative portion of the spreadsheet you should use the space to describe the specific training events. Please see page 19 of the Grant Guidelines for more information on how to describe and justify the training costs. As noted on pg. 18 of the Grant Guidelines, equipment is defined in the federal Department of Justice 2017 Grants Financial Guide as "tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000)".

I have a question about a few line items and how to address the budget narrative, due to COVID having changed so many things. One is travel, especially non-local miles. Before COVID we had an estimate of trips to Richmond, Charlottesville and other places for training, meetings, etc. But the pandemic has changed that so much. I assume we will get back to having more one on one events, and want to put funds into those areas, but do not know where/when these may take place. The same issue is with training. Can you advise how we can break down these items since we really have no idea of what they will be? We understand details are not available for future events. On page 18 of the solicitation it states, "Describe how you determined or estimated the figures for all requests, even for events where the dates and/or location are undetermined. For example, "We anticipate travel to local coalition meetings to discuss service needs and share resources for victims. Round trip for 1 staff is 60 miles x 24 meetings x .575=\$828." Please note on page 17, it states "Although VOCA grant funds can support training-related travel, meals, lodging, and registration fees, funding for direct services will be prioritized over travel and subsistence to attend trainings or conferences."

We are an SADV agency that is not applying for competitive funds. Which budget form should we use? The SADV budget form linked to the guidelines includes areas for a competitive funding request. SADV core services only applicants should use the SADV budget form and not place any amounts in the competitive funding request sections (the red sections).

ATTACHMENTS, Project Description

At the top of Attachment 2 – Project Description and Program Services Objectives, we are given a choice of 5 Priority Areas to check, with the option of checking more than one box. One of the boxes is No. 2: Services to Traditionally Underserved Populations. If we check any other boxes in addition to box No. 2, are we still eligible to receive 10 bonus points for projects whose sole purpose is to serve victims from underserved areas – if we make a convincing case in the Demonstration of Need? That is precisely what we would be looking for regardless of how you checked off the priority area boxes, a strong case in the demonstration of need. This justification will not guarantee the points will be given although, checking off multiple priority areas would not keep you from being eligible for those bonus points. To refer to page 22 of the solicitation guidelines, "your response to this question will be used, in part, when scoring the application to determine if the proposed project adequately addresses the Priority Area(s) and receives bonus points."

Should goals and objectives include target numbers for primary and secondary victims served? Or should goals and objectives include target numbers just for primary victims served? It's important to know that the VOCA Rule does not distinguish between first and secondary victims, rather the Rule defines crime victims as, "a person who has suffered

physical, sexual, financial, and/or emotional harm as a result of the commission of a crime." Further, this distinction isn't made in the required reporting for VOCA funded programs. Your Goals and Objectives should be reflective of your proposed services. Pgs 22-23 of the Grant Guidelines give more information about what your Goals and Objective should include.

If we are applying for both Core and Competitive funds, do we include Core services AND Competitive funding information in the Project Summary and Demonstration of Need sections, or do we address our competitive request information only? For the purposes of the VSGP solicitation, the demonstration of needs should reflect what you are seeking to address with competitive funds. Then, 2 of your 3 goals should speak to those needs. The 3rd goal should speak to providing core SADV services like those listed in the Professional Standards Manual. If you have additional space in the demonstration of needs section, feel free to include the needs you are seeking to address in core services. It may be helpful for someone reading your grant to understand your agency and community better and to get a fuller picture of your whole VSGP project. As the project summary is to be completed by all applicants, it should include information about both your competitive and Core Services request.

Our agency is applying for VSGP funds to support our DV services, which encompasses multiple programs (shelter, transitional housing, etc). When reporting the number of people served in our project description, should we report: 1. The total number of people served in our DV programs (which we consider our VSGP project); 2. Only the number of people served by DCJS funds (including match); or, 3. Only the number of people served by DCJS funds (excluding match). There is not enough room to delineate each set of numbers. Similarly, for our program objectives, should we report only on the number of people impacted by DCJS funds? If so, should we include those served my matching funds? For the project description, please include the number of victims you anticipate serving with your VSGP project including with matching funds that you are using for this VSGP project. The same for your goals and objectives.

On Attachment 2 under Partnerships and Collaborations, recipients are asked to list every active agency MOU with the signed date and also explain the relationships between the agency applying and the three agencies who have sent letters of support. The cap on this question is 600 words, however our working list for MOUs is already up to 400. Does this cap pertain to the entire answer or just the portion that requires an explanation of relationships? I am fearful of running out of room quickly as our working list of MOUs is already so long and growing. Thank you for your question regarding the word limit under the Partnerships and Collaborations section of the Project Description Form. The word limit pertains to the entire question. If you run out of room for everything you want to say, I recommend you shorten your list of MOUs to just a few that are particularly meaningful to your VSGP project to make room for the remainder of your answer.

On Attachment 2, Question 4 we are asked to list all of the agency's offices. If we are an agency that provides victim services and non-victim services, should we only list those addresses providing victim services? And, can confidential shelter addresses be listed

as Confidential? The goal of this question is to better understand your service area so it makes sense to only include those offices in which victims may receive services. You may list a confidential shelter as confidential but if possible, please include the city, town or county so there is a general idea of where the shelter is located. We do not wish to have the address of a confidential shelter.

ATTACHMENTS, Other Forms

Can you please confirm that project staff resumes and job descriptions are not required for this application? You are correct that Project Staff resumes and job descriptions are not required for this application. However, please note that in the narrative section of the budget, you should include a description and justification for each requested staff person; see Pg. 16 for specific information about what these should include.

I am working on our indirect costs worksheet for the Victims of Services Grant Prom, and I have a question. I see we are supposed to subtract: "participant support costs" from our base on the indirect rate worksheet. I am not sure what that is, but would that include flexible spending for clients, and the rent and utilities for our client housing unit? Also, I think the calculation on part D is incorrect, as I assume we are to subtract C from A to get to the base, and on my version C is added to A. I have changed the formula, but please let me know if I am missing something. The Department of Justice Financial Guide defines Participant Support Costs as follows: Participant support costs are generally excluded from the distribution base. Therefore, indirect costs may not be applied against participant support costs. Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects. See 2 C.F.R. § 200.75. This exclusion applies to the entirety of any subcontracts for the lodging and travel of conference participants or trainees (but not employees). Based on this definition, flexible spending for clients, and rent/utilities for the housing unit would not be considered Participant Costs. With regards to the formula, when the excluded expenditures are totaled in Column G, they are totaled in the negative. So, when A and C are totaled, it comes out correctly. For example, if A = \$200, and C totals (\$100), then the Base Expenditures will equal \$100. As a result, I would encourage you not to alter the formulas.

With regards to Letters of Support, is it appropriate for our agency to include a letter from the International Rescue Committee (IRC). Our agency partners with the IRC to provide individual counseling for refugees. Many of the individuals served by the IRC have arrived in our area from war-torn regions or are fleeing violence, and the vast majority are victims. While the IRC is not a VOCA funding agency, their work ... and by extension our involvement with them in the provision of mental health services, feels pertinent. It is acceptable to include a letter of support from a program or agency that does not get VOCA funding. We just ask that these Letters of Support come from existing victim services agencies in or around the service area and that the letters be specific to the proposed project.

The VOCA Grant has a number of attachments that require signatures by either our board chair or executive director. Is it ok to get approval of these documents virtually and then include digital signatures? Or do you need signatures processed the old-fashioned way?

For Tab 1 of the budget workbook, according to page 15 of the Guidelines, "Signature of Project Administrator: This field may be completed with a typed name of the Project Administrator, which represents legal binding acceptance of the terms of the application, that all statements are true and correct and have been duly authorized by the governing body of the locality and/or entity." For the US Dept. of Justice Certification, I recommend you open the form, save it to your computer, close the form and open it again in Adobe Reader. Then you can fill and sign the form using the Fill and Sign feature in Adobe Reader. If you are able to access Adobe Reader, please let us know and we can talk about other options.

For the VOCA Initial Readiness Assessment, if the answer is "Yes," do we need to provide an explanation in the "explain/describe" column with examples or other evidence of how we meet that criterion? Within the explanation section, you must explain your readiness; or, for those answering no, your plans to ensure readiness. So yes, if you answered "yes," you will need to supply brief information on how you meet the readiness standard as necessary.

We are only requesting core services funding. Do I need to complete the VOCA Eligibility Assessment? Yes, you still need to complete the VOCA eligibility Assessment. It is required of all applicants.

We have a SAM registration, what do you suggest we send as proof? You may send an email from the System for Award Management (SAM) indicating your agency's SAM registration or a screenshot from the SAM website showing your agency's registration.

Should we include our MOUs with attorneys that we contract with under our legal assistance fund to provide legal services to crime victims related to their victimization? These attorneys/firms are not victim service organizations, but they are agreements for the provision of services to victims through a VOCA-funded program. The goal of learning about applicants' MOUs and cooperative agreements is to see how applicants promote a coordination of public and private efforts to serve and aid crime victims. For this reason, it would make sense to include in your list of MOUs, those with attorneys that you contract with in order to provide legal services to crime victims related to their victimization. You do not need to actually provide the MOUs in the application as an attachment, rather, you may have to provide those at a later time. As noted on page 23 of the guidelines: List all finalized and signed cooperative agreements and/or memorandums of understanding related to the provision of victim assistance services and include the date the agreement was signed (all listed agreements should be dated within the last three years).

Who do we have sign off on the attachment 3a , U.S> Department of Justice Certifications? The Certification is to be signed by the Project Administrator.

How should I complete the VOCA Eligibility Assessment? If an agency answers "yes" to a question, should that be written under the "Explain /describe your readiness as necessary?" column. And, if the answer is yes, is more justification needed, or does a simple "yes" suffice? In the "Explain /describe your readiness as necessary" column, you can simply answer "Yes." Depending on the question, you may need to provide additional information such as if SAM registration is pending.

I need guidance on what the letters of support should contain. Letters of Support are written by partners in support of your agency/project. The guidelines state that, "These Letters of Support must come from existing victim services agencies in or around the service area. The letters must be specific to the proposed project. This attachment is required of all competitive grant applicants." There are two key pieces here. The first is that the letters should come from existing victims service agencies. Keep in mind that the Project Description and Program Service Objectives Form asks you to describe your relationship with the agencies who provided the letters. The second key piece is that the letters should be in support of your proposed project specifically, rather than in support of your agency generally. Finally, partnerships and collaboration with community partners are an important part of this solicitation. This is mentioned both on the Project Description and Program Service Objectives Form and on the list of things that eligible applicants must do/provide (pgs. 4-5). Part of the intent of the Letters of Support are for the applicant to demonstrate these partnerships and collaboration.

FUNDING CATEGORIES vs. Priority Areas

(new) At the top of Attachment 2 – Project Description and Program Services Objectives, we are given a choice of 5 Priority Areas to check, with the option of checking more than one box. One of the boxes is No. 2: Services to Traditionally Underserved Populations. Our question: If we check any other boxes in addition to box No. 2, are we still eligible to receive 10 bonus points for projects whose sole purpose is to serve victims from underserved areas – if we make a convincing case in the Demonstration of Need? That is precisely what we would be looking for regardless of how you checked off the priority area boxes, a strong case in the demonstration of need. This justification will not guarantee the points will be given although, checking off multiple priority areas would not keep you from being eligible for those bonus points. To refer to page 22 of the solicitation guidelines, "your response to this question will be used, in part, when scoring the application to determine if the proposed project adequately addresses the Priority Area(s) and receives bonus points."

One of our priority areas is serving child abuse victims, which we have focused on with past VOCA funding. Our desire is to expand this program to serve victims of all crimes and ages in our area, while maintaining the initial focus area of child abuse treatment as a priority area. We are a counseling agency which provides therapy and advocacy. Is this ill-advised? Should we stick to the priority area only? Does it hurt our chances to expand services so widely? There is a great need for this in our area. We cannot advise you on

whether or not to expand your priority areas. However, If you do decide to expand your services, and thus priority area, to include adult victims of other crimes, it would be important for your Statement of Need and Goals & Objectives to reflect all of your priority areas and services that you propose to provide through this grant. Additionally, as noted on page 14 of the guidelines, the Letters of Support must be specific to the proposed project. So if your proposed project includes children and adults, the letters should not be child-service specific. Lastly, I want to draw your attention to page 12 of the guidelines, which reads, "Projects that have the sole purpose of serving child victims and/or are housed in a child-focused agency, will receive an additional 10 points."

Under the section "Available funds per each Funding Category" in 3. Other Types, it says "Applicants in this category are not proposing projects that address Priority Areas 1 or 2." Does this mean that if we are applying for a project that spans 1, 2, and 3 we can only choose 3? Our competitive project spans child abuse, underserved, and other types of victim assistance. Is this incorrect? It's first helpful to know that you do not need to classify your agency or application regarding funding category; rather, you only need to enter the percent of VOCA funds in your VSGP proposal (on tab #2 of the budget and on the first page of the Project Description Form) that will be dedicated to services for sexual assault victims, domestic violence victims, child victims, traditionally underserved populations, and services for other types of victims. It is up to you to determine which priority area(s) to apply under based on the services that your application proposes and your intended target population(s). Whichever you choose, your application should make it clear to the reviewers how your proposed project will serve victims of crime in your selected priority area(s). DCJS will determine the appropriate funding categories for your application based on these percentages and based on the goals and objectives of your program. It's possible that an award will be composed of funds from each funding category, including categories, 1, 2, and 3.

I have reviewed the two questions and responses about service categories, but still need further guidance. 100% of those to be served are victims of child abuse as defined in the RFP. Our project is designed to be place-based in high-violence, low-wealth, neighborhoods, where 90% of residents are Black, Indigenous, and People Color, so focused 100% on underserved populations. We have strategies, goals and objectives related to child abuse and strategies goals and objectives related to underserved populations. So 100% of children to be served are both victims of child abuse and underserved. Should we just go 50/50 on percentages? It sounds like your program is heavily designed to serve underserved child victims. A 50/50 split sounds reasonable.

We are a 100% sexual assault services agency but we also house a CAC and intend on requesting VSGP funds to help support our CAC. How do we classify ourselves in terms of funding category of priority area percentages? It's first helpful to know that you do not need to classify your agency or application regarding funding category; rather, you only need to enter the percent of VOCA funds in your VSGP proposal (on tab #2 of the budget and on the first page of the Project Description Form) that will be dedicated to services for sexual assault victims, domestic violence victims, child victims, traditionally underserved populations, and

services for other types of victims. DCJS will determine the appropriate funding categories for your application based on these percentages and based on the goals and objectives of your program. Additionally, VSGP funds cannot be used to support CAC services that are allowable under the CAC formula grant program. This was determined and shared through an email from Laurel Marks, Manager, Juvenile and Child Welfare Section at the Virginia Department of Criminal Justice Services in a memo dated November 24, 2020. In light of this memo, we ask that you not include a funding request for your CAC program in your VSGP application. Your agency may provide services to children in ways outside of its CAC, and if so, you may decide to put some percentage of VOCA funding under the Services for Victims of Child Abuse category. If you do this, application reviewers will look for a project description (demonstration of needs, summary, goals and objectives) that include services to victims of child abuse.

My organization is reapplying for FY 2022-2023 we are current VOCA grant recipients and I was interested in applying under SADV core services funding- noncompetitive but I was unsure if we qualified, because I did not see my organization's name in the list of level funded SADV core services funding recipients. SADV core services funding is for sexual and domestic violence programs that are current grant recipients of “Category 3” funding through the Fiscal Year 2020/2021 DCJS Victims Services Grant Program (VSGP). If your organization is not on the SADV core services funding list, it is not a current recipient of Category 3 funding under the FY 20-21 VSGP Grant Program and therefore not eligible to apply for Core noncompetitive funding under the FY 22-23 VSGP Grant Solicitation.

In the Fy2022-2023 Victims of Crime Act Victims Services Grant Program RFP, on page 7, you provide the total amounts of funding available in each funding category. For instance, in the Services for Traditionally Underserved Populations, you anticipate \$9,600,000 will be available, while for Other Types of Victim Assistance, \$7,000,000 will be available. I understand that these funding amounts are for the full 24-month grant period. My question is, do these funding amounts include the 20% program match? To illustrate my question: In the Other Types of Victims Assistance category, would just 7 grantees, if each received the maximum \$1,000,000 grant amount over the 24-month grant period, thereby completely deplete the funding in that category? Or, does it not include the 20% match, so that 8.75 grantees could receive the maximum grant amount of \$1,000,000 over 24 months? Likewise, looking at the Traditionally Underserved category, would just 9.6 grantees completely deplete this funding if each received the maximum \$1,000,000 grant for the 24-month period, because it includes the 20% match; or does it not include the 20% match, so that 12 grantees could each receive the maximum grant amount of \$1,000,000 over 24 months? The anticipated total amount of funding listed in the grant guidelines include only federal VOCA funds. I want to stress that these are anticipated amounts and are subject to federal funding levels. In addition, the total number of programs funded will be impacted by the amount of funds requested by applicants.

In Attachment 1, budget worksheet, Tab 2, Budget Itemization; “ESTIMATE of percent of Federal VOCA funds supporting” we have a lot of overlap, clients that fit into multiple categories, so to be accurate the total will be over 100%. Is that acceptable? It can be

difficult to silo your services into those categories but we would ask that the estimates total 100%. There usually is some overlap but one way I can suggest determining those estimates would be to identify the victims based on how they initially present as needing services. Alternatively, you may also base your estimate off of the victimization types for an individual, for instance a victim may have been referred to you due to being raped by their intimate partner and so you split the services for that individual half for sexual assault and half for domestic violence but it wouldn't go above 100%. I would suggest using either of those tactics to decide on the estimates of service percentages but ultimately the total should be 100%.

We meshed VSDVVF and VOCA funding for our program providing legal services to DV victims, which is currently under one VSGP grant (VOCA-SIPV). Is this, or should this be a “Category 3” application, which is non-competitive with level funding, or should we apply as “underserved” as we have in the past or “other type of victim assistance”? Your program is eligible for the competitive portion of this solicitation. The only programs eligible for the non-competitive portion are Sexual/Domestic Violence Programs who currently receive the "Category 3/Core Services" funding in the current round of VSGP. With regards to applying under "Underserved" or "Other Type of Victims Assistance," it is up to you to determine which priority area(s) to apply under based on the services that your application proposes and your intended target population. Whichever you choose, your application should make it clear to the reviewers how your proposed project will serve victims of crime in your selected priority area(s).

On attachment 2, first page (priority area) you are asked to check and enter the percentage of voca funds that will be dedicated to each area. My agency provides services to all 4 categories using VOCA funds. I am unsure of what to put for percentage does it all have to equal to 100%? Or do you put 100% on each? The percentages that you list in Attachment 2 should correspond to those that you list in lines 6-7 on the itemized budget. There you are asked to estimate the amount of VOCA funding going to:

- Services for Child Abuse
- Services to Victims of Domestic and Family Violence
- Services to Traditionally Underserved Populations
- Services to Victims of Sexual Assault
- Other Types of Victims - The Guidelines instruct you to use this category for all other types of victims that don't fit into the above categories

The percentages that you enter for each of these areas should total 100%; there's a formula in Excel that totals it for you. You should do your best to estimate these percentages based on the expenses that you're requesting. You do not have to have a percentage in every area, however the rest of your application/budget should be clearly tied to whichever area(s) you indicated. For example, you wouldn't want to say that 50% of your budget is going to child abuse victims and then not discuss services to victims of child abuse throughout your application. It is important that your selected areas reflect the proposed services in your application, because as noted in the Guidelines, "DCJS will determine the Funding Category(ies) most appropriate for each applicant based on the Priority Areas identified in each application, how applicants propose to address the Priority Areas through their project..." For the Underserved Population Priority Area, we are looking for services you are providing that are developed, geared and provided

specifically for a traditionally underserved community, rather than a percentage of victims who fall into an underserved population demographic. Additionally, if you dedicate VOCA funds for underserved populations, your goals and objectives should be geared to serving underserved populations.

How do I determine my “application type?” How is it related to the priority area?

Regardless of which Priority Area(s) or how many (you can have multiple, but at least one) you choose for your project, ask yourself these questions: 1) is your program one of the recipients listed on the SADV Core Services funding chart, and 2) if so, are you applying for funding greater than the amount than the two-year total? If the answer is yes to the first question and no to the second question, you are SADV Core Services-ONLY applicant. If you answer yes to the 1st question and yes the second question, you are a SADV Core Services Plus Competitive applicant. If you answered no to the 1st question then you are a Competitive ONLY applicant.

GRANT REQUIREMENTS

Is there a specific data collection program/service that is required to be used by recipients of the grant? VOCA funded agencies must track data on victims served in accordance with programmatic reporting requirements, the federal Performance Measurement Tool (PMT) and federal civil rights data requirements. As a grantee, you will be required to directly submit program/service data in the PMT, however there is not a particular, required data collection system. For more information about the PMT, please see Page 9 Section F of the FY 2022-2023 grant guidelines.

GOALS AND OBJECTIVES

Our program will be applying for competitive funds for sheltering of victims and would like to know the following: As we construct our demonstration of need, workplan, goals and objectives, we seek to determine if it is most appropriate that we include our overall underserved population rate for shelter or, for the purposes of this solicitation is better to limit reporting to the underserved population rate for only those clients served in the specific shelter units we identify for competitive funding? When it comes to developing the need statement, goals/objectives, etc. for the competitive portion of your application, I think it would be best to include both sets of data. You should make clear your overall underserved population rate, while also providing the specific underserved population data for the shelter units identified in your request for competitive funds. You can provide this specific data as a qualifier when identifying the additional number of people that you'll be able to serve with the competitive funding, on top of your core funding.

The guidelines state that for each objective, applicants must include the intended outcome or impact of completing the objective including how the objectives will solve

the problem(s) or need(s) previously identified in the Demonstration of Need section. Since I am an SADV Core Funding Only applicant, I did not have to complete the section Demonstration of Need. What should I put for my intended outcome or impact? Since you are an SADV Core Services Only applicant and you did not complete the Demonstration of Needs section, please enter what you want the outcome to be. This way, when you are reporting on your goals during the grant cycle, you have identified what you are trying to achieve.

Under Goals, how would one assign a time frame to core services such as crisis intervention, shelter, safety planning, etc. These are ongoing continual services they have no “end date” per say. It depends on the wording of your Goals and Objectives, but it might make sense for the timeline of some services to be the entire grant period. You should ensure the goals and objectives you identify address the proposed project. If you're applying competitively, you should also ensure that your goals address the problem identified in your Demonstration of Need. Beyond that, it's really up to you to determine a timeline that makes sense and accurately reflects your proposed project/services.

As we construct our demonstration of need, workplan, goals and objectives, we seek to determine if it is most appropriate that we include our overall underserved population rate for shelter or, for the purposes of this solicitation is better to limit reporting to the underserved population rate for only those clients served in the specific shelter units we identify for competitive funding? When it comes to developing the need statement, goals/objectives, etc. for the competitive portion of your application, I think it would be best to include both sets of data. You should make clear your overall underserved population rate, while also providing the specific underserved population data for the shelter units identified in your request for competitive funds. You can provide this specific data as a qualifier when identifying the additional number of people that you'll be able to serve with the competitive funding, on top of your core funding. Please let us know if you have any additional questions.

MATCH

(new) The agency currently receives Core Funding but is applying for Core Funding plus competitive funding for the fiscal year 2021-2022 & 2022-2023. Is the match amount for the competitive funding being requested 8% or 20%? Your match responsibility would be 8% for any amount up to your Core Funding max and 20% of your competitive funding request.

Confirming that there IS a match requirement? Any waivers available? Applicants awarded funds under the Competitive Funding Categories of Services for Victims of Child Abuse, Services for Traditionally Underserved Populations and Other Victim Assistance are required to provide 20 percent cash and/or in-kind matching funds. Applicants awarded funding in the Sexual Assault and Domestic Violence Core Services category are required to provide cash

and/or in-kind matching funds in the amount of 8 percent of the final Core Services award. Match waivers are not available for this grant program.

If you own your buildings rather than renting, can the value of the space be used for match? As for the use of the property as match, VOCA indicates that the use of the real estate property as match is allowable if the sub-grantee rents the property or if the property was donated. In the case of renting the property, you may use the value of the rental costs for match.

In the case of the property having been donated, you would have to use the valuation of the property at the time of donation and not the current real estate comp for that property. The DOJ Financial Guide defines in-kind match as the valuation of non-cash contributions/donations. If the applicant *owns the property*, then they cannot contribute or donate it to themselves. As a result it cannot be used as match.

Our agency is an SADV Core Services Agency. Regarding our match, is there a certain percentage of this that is monetary and a certain percentage that is in-kind? It is up to you to determine how your agency will meet the match obligation. We don't have requirements about using in-kind vs. cash. The important things are that your match total is the correct amount, the expenses you're using for match are allowable, and your match is able to be documented.

OTHER GRANT PROGRAMS

Our local Community Services Board has an agreement with our local Child Advocacy Center to provide mental health therapy for CAC clients in our region. Historically, both the Community Service Board and the CAC have applied for VOCA grants. Since the CAC is the lead child advocacy agency, we believe it is more efficient if we combine efforts and submit one grant in the name of the CAC. In this case, the CAC would increase their grant request to cover the amount usually requested by the Community Service Board, and the Board will forgo applying for the VSGP grant for the FY 2022 2023 award period. Please respond as soon as possible regarding the feasibility of this arrangement. Per guidance from DCJS sent to CACs regarding the VSGP solicitation, DCJS will not award additional VOCA funding for CACs for their basic program operations, whether in an existing CAC or through expansion to an unserved area. Only proposals for projects unrelated to operations of the CAC will be considered. It is also important to understand that VSGP is a competitive solicitation and is a completely separate funding opportunity from the non-competitive formula-based CAC funding. This is true, even though they are both supported with VOCA funds. Further, the funding allocated to CACs is formula-based and programs are unable to request more than the allocated amount. For these reasons, your proposal of combining the noncompetitive CAC application and a competitive application that the Community Service Board might submit is not feasible.

It appears that the Child Treatment portion of funds that we are currently receiving is left out of the amount of Core funds that we would be allowed to request in the solicitation. Is that correct? Yes, that is correct. The former-VDSS child treatment portion of your funding is not considered part of your "core" SDV funding amount. For the FY20-21 cycle, agencies with child treatment funding had the option to receive one VSGP "combined" grant or to maintain the child treatment funding as a separate award (please see attached documents). At that time, only four SDVAs decided to receive one combined VSGP award; however, this portion of funding was not considered an addition to their core services ("Category 3") funding amount, just as it remained separate for the other child treatment recipients.

For the FY22-23 cycle, the child treatment portion of funds are not automatically carrying over -- your agency and the other past-VDSS recipients must compete under the "Services to Victims of Child Abuse" priority area.

We are a 100% sexual assault services agency but we also house a CAC and intend on requesting VSGP funds to help support our CAC. How do we classify ourselves in terms of funding category of priority area percentages? It's first helpful to know that you do not need to classify your agency or application regarding funding category; rather, you only need to enter the percent of VOCA funds in your VSGP proposal (on tab #2 of the budget and on the first page of the Project Description Form) that will be dedicated to services for sexual assault victims, domestic violence victims, child victims, traditionally underserved populations, and services for other types of victims. DCJS will determine the appropriate funding categories for your application based on these percentages and based on the goals and objectives of your program. Additionally, VSGP funds cannot be used to support CAC services that are allowable under the CAC formula grant program. This was determined and shared through an email from Laurel Marks, Manager, Juvenile and Child Welfare Section at the Virginia Department of Criminal Justice Services in a memo dated November 24, 2020. In light of this memo, we ask that you not include a funding request for your CAC program in your VSGP application. Your agency may provide services to children in ways outside of its CAC, and if so, you may decide to put some percentage of VOCA funding under the Services for Victims of Child Abuse category. If you do this, application reviewers will look for a project description (demonstration of needs, summary, goals and objectives) that include services to victims of child abuse.

Our program currently receives money from the VOCA Grant- Child Abuse Treatment in addition to our VSGP grant. Is the VOCA Child Abuse Treatment grant is being kept separate or is it included with VSGP funds? There will not be a separate application process for Child Treatment Programs. Child Treatment Programs' grant requests should be included in this VSGP 22/23 application process.

Is this VSGP grant the same grant program that funds Victim/Witness offices? The Victim Services Grant Program (VSGP) is not the same as the funding opportunity for VOCA Victim Witness Grant Program (VWGP) awards. However, Victim/Witness programs may apply to this VSGP grant program as competitive applicants. The Victim Witness Grant Program solicitation is scheduled to be released in early 2021. Victim/Witness programs should sign up for the

“DCJS Updates” to receive notice of the release of the Victim/Witness Grant Program solicitation, and announcements for victim services training and other funding opportunities. They may subscribe to “DCJS Updates” at www.dcjs.virginia.gov/subscribe. Please direct any additional questions regarding the Victim Witness Grant Program to Patricia Foster at Patricia.Foster@dcjs.virginia.gov or 804-371-8634.

SCORING OF APPLICATIONS

After submitting my application, I realized there was a mistake. Can I resubmit it? You may resubmit your application so long as it is done so before the application due date, January 26, 2021, 12:00 pm. DCJS will only review and score the most recently submitted application.

If you are writing a core services grant and also the competitive section, are you scored on both sections or just on the competitive section? Only the competitive portion of the application will be scored. Core services sections will still be reviewed to determine allowability of requested funds and whether we have the information needed to make an award.

SUSTAINABILITY PLAN

I am struggling with what to put in my sustainability plan. The sustainability plan should address what the agency intends to do to retain service provision if VOCA funding were to be unavailable or cut in the future. The applicant should describe specific additional funding sources that the agency currently has and their strategies for finding additional funds. The plan should be long-term as indicated in the guidelines. Due to the uncertainty of VOCA funds, it is important for agencies to diversify funding. Agencies may also have other, additional items in their sustainability plan including growing community support, staff retention and succession planning.

TECHNICAL ISSUES WITH FORMS

If applicants see any inconsistencies on completed copies of the forms, or have formatting issues with any of the forms, please reach out to the VOCA Technical Assistance (TA) inbox with a copy of the form in order for the TA team to make the formatting corrections.

In the Goals and Objectives section, the rows labeled 2.2 and 2.3 have set margins considerably less than any of the other rows. It's not possible to include everything we need to include within those boxes even though there's less material in those than there are in some others. Please advise. The forms unfortunately are locked so I cannot lengthen the columns in that section. I would suggest attempting to abbreviate your answers as best as

you can for the Intended Outcome/Impact, Data Collection, & Timeframe columns for rows 2.2 and 2.3.

On Tab #3 (budget narrative), I am not able to read the whole position description I have entered. How can I make the cell bigger? You can make the G column wider by clicking on the G column, putting the cursor on the line between G and H (at the top), doing a left click and dragging the G column to the right. Or you can make the row bigger by clicking on the row, putting her cursor on the line just under the row (on the far left), clicking and dragging that line down. The form is locked in other ways, but columns and rows can be made bigger or smaller.

When I print out the budget/narrative section, it comes out in 44 pages. I assume something is wrong with formatting but I don't know how to fix it. It is primarily on the narrative. Can you advise me please? Unless you need to print the budget for your process, it's not necessary to print it for application submission. If you would still like to print the budget, printing from Excel can be tricky. You could try changing the scale of the document. In Excel 2016: 1) Select Print; 2) On the page that opens up, there should be a white box that says "Scaling" or "No Scaling". Click the down arrow on this box; 3) Choose custom scaling; 4) Under Scaling, make sure that "Adjust to ...% normal size" is selected and lower the percentage. I lowered it to 55% on a test budget and it brought the page total down to 23 pages. You could also try selecting and printing only the cells that you want.

In the project description form, it requires use of 8-point font in the goals and objectives section; however, that section is locked and does not allow me to change the font size. Regarding the font size in the forms, being that the form cannot be changed, please complete the forms in the existing format and adhere to the word limits for the text boxes that have them.