

Victim Services Funding Q & A

CLARIFICATION: CVAD often uses the words agency, program and project interchangeably. While it makes sense to us, unfortunately, it is likely confusing to the applicant. For the purposes of this application, a NEW PROGRAM means an agency that is new to us. In the application, when we ask for a program budget, we mean the project you are seeking funding for, not the entire agency. If in doubt, please contact a representative at CVAD.

Questions about the Application, IowaGrants and Format

Q. We are a nonprofit organization with several programs. If we are looking to request funding for more than one program, do you advise completing one application for all program projects or is it possible to complete different applications for different programs?

If the scope of work is significantly different for the different programs, the applicant should submit different applications. (E.g. a human trafficking project and an engaging males project could be two separate projects which would require two separate funding applications).

Q. Are all of the questions in each of the funding applications? For example, as a VOCA initiative, will I see all of the comprehensive questions? If so, how am I going to skip those if they are all required?

Each funding opportunity will have a different application on iowagrants.gov. VOCA initiatives (now named VOCA Projects) will have their own application. There will also be separate applications for domestic abuse comprehensive, sexual abuse comprehensive, culturally specific, shelter programs, homicide and the statewide hotline/chatline. Applicants must complete everything in the application with a red asterisk.

Q. Does an organization that is currently funded but applying for funding to cover a different project have to complete the new program section?

No. A currently funded program (agency) does not need to complete the new program section, even if it is applying for a new project. That section is only for applicants who are new to CVAD funding.

Q. If a question is required but doesn't apply, do we put N/A or a "0"?

Yes, programs (applicants) must answer every required question. If the question does not apply, applicants can respond by indicating "N/A" or entering a "0".

Q. Will we be able to save as we go when we are in the actual application or do we need to be prepared to enter all answers to each application question at once?

All required fields must contain characters before an application can be saved. For that reason, CVAD highly recommends applicants complete and save the full application outside the iowagrants.gov system and then copy/paste each response in the appropriate field. See the PowerPoint on the AG's website named Assessing iowagrants.gov. This will show you how to cut and paste into iowagrants.gov.

Q. Is the cover sheet something we will create and upload according to the requirements, or is it something that will be completed within the text boxes in the application?

The cover sheet will be entered in text boxes on the iowagrants.gov application. It is not a separate document to upload.

Q. Will we be uploading a word document of our narrative question responses into iowagrants.gov or we will be copy/pasting into formatted text boxes in the iowagrants.gov system?

Applicants will copy and paste information into formatted text boxes in iowagrants.gov. Instructions on accessing iowagrants.gov are available on our website.

Q. Can you identify where the sub-questions in the RFP are 5,000 characters each or included in the total. Does the 5,000-character count on narratives include spaces?

Questions requiring a short reply are limited to 500 characters. Questions requiring a longer narrative answer will be limited to 5,000 characters. The character counts include spaces.

Q. In the narrative section, are there specific questions that we will have to breakdown into DAC and SAC, such as Q12 (CSP)?

If the questions in the RFP do not specifically ask the applicants to break down their replies into DAC and SAC specific answers, then you are not expected to.

Q. 1) Can we use tables for Q 7, Q 11 Q12, and Q13 to answer the questions? 2) Are we to answer the first part of the question or just the subheadings? (IE Q10)

1) CVAD is not sure which application you are referencing as the numbered questions are different for each funding opportunity. For some of the questions you will upload a chart. For some of the questions you will enter information directly into text boxes. For some of the questions you will enter your answers into a form in iowagrants.gov. The information you need to provide to us will not change once the iowagrants.gov funding opportunities are built. In preparation for submission, CVAD encourages applicants to have their answers prepared offline so when the funding opportunities are built you will simply enter your information into iowagrants.gov in the form or format as required. 2) Be prepared to answer all of the questions. Once you are working in iowagrants.gov those questions requiring an answer will be marked with a red asterisk.

Q. Question 5 in our DA application. Is that the first place they were provided services?

We are looking to discover where victims receive your services. When answering this question, consider the total number of services your project has provided in the last three years and provide a breakdown in percentages explaining where those services were provided. For example, if you provided 100 services, 50% may have occurred at our agency office, 20% in home and 30% in the community. You are not required to provide exact figures. Provide an estimate and explanation for how you arrived at that estimate.

Q. Where do you find the information for persons with disabilities or Deaf persons in our community or limited English speaking? The US Census does not have this information, nor does our County Recorder website.

CVAD asks this questions because it is an important for us to have a sense for whether you have an understanding of who is in your communities and how to find that information about who needs served and who should be getting served in your communities. Although we can provide some resources, part of the purpose of this question is to make sure that you are doing your due diligence and making sure you understand who is in your communities.

Q. On question 7, where it asks for short term and long term specific services to survivor category, are you wanting a chart or how do you want it formatted?

You will enter your information into a text box in iowagrants.gov.

Q. Is there a requirement for consultations with other victim service providers this round?

Each RFP has some questions around collaboration that need to be addressed in a narrative. Programs (applicants) who are currently funded by CVAD should not submit letters of support. Applicants who are new to CVAD funding should follow RFP instructions for submitting letters of support.

Q. Under the question for non-system-based collaboration, can a physical address be used instead of an email?

Yes. While an email address is preferred, an applicant may provide a physical address if an email is unavailable.

Q. For the SH application, do we need to show a collaboration in each county of the region?

According to the RFP you need to provide CVAD with information on one collaboration in each county of your service area specific to shelter services.

Q. Can we use a CSP for a non-systems-based collaboration?

According to the RFP, systems based entities are hospitals, law enforcement, courts. Non systems based collaboration are those collaborations with entities such as schools, food banks, clothes closets, career counselors, landlords, faith-based, etc. When answering this question, you will also describe your collaboration. If, after reading the above, you believe your collaboration with a CSP is a non-systems based collaboration, you can use your association with a CSP to answer this question.

Q. If we are proposing to serve counties that are located within more than one zone (region?) will the system allow us to select more than one zone? And will we be able to explain that we may not be covering the entire zone but a portion of that zone with specific counties?

VOCA projects are not required to serve all counties in a region or a zone and can specify which zones/regions/counties they will serve. Comprehensive programs are required to provide services in all of the counties in their zone or region.

Q. Do we have to complete the civil rights training prior to submitting the grant application?

No, however the civil rights training should be complete at the time of signing the FY2020-2022 contract.

Q. Where in iowagrants.gov do we go to post questions?

When iowagrants.gov funding opportunities are built you will see the option to post a question. See the PowerPoint on the AG's website named Assessing iowagrants.gov for more information.

Match

Q. Can match be fulfilled completely by "in kind"?

Yes.

Q. The match is calculated on the whole amount funded. You mentioned that there is no match on state funds. How is this separated in the budget?

Once funded, we will advise you of the amount of match you are required to provide. Not all funded applicants will receive state funds.

Allowable Expenses

Q. If an Executive Director's annual salary is \$60,000 CVAD will only fund \$55,000 of the annual salary. Is this correct? Does the cap salary for EDs include all management staff, such as CFO and COOs?

CVAD will reimburse an agency up to \$55,000 for the ED or the amount we are currently reimbursing, whichever is higher. CVAD has not made a determination regarding CFOs and COOs. Applicants should submit a competitive and reasonable budget reflecting how your agency uses CVAD funding to provide direct services to victims.

Q. If our ED is currently funded at a specific amount, can we include our regular pay increase for ED (thus increasing their current amount)?

See the answer above.

Q. Are there salary minimums?

Full time advocates should be making at least \$32,613 per year; part time advocates should start at \$13.90 per hour.

Q. Do we need approval for indirect costs?

If an agency has a federally negotiated indirect cost rate, CVAD will honor that rate. It does not have to be approved by CVAD. Agencies can also choose to use the de minimus rate of 10% and must also upload the de minimus form in their grant application. CVAD will honor the applicant's request to use the de minimus rate. When an agency chooses to use an indirect cost rate, it must use the rate consistently and must charge expenses consistently either as indirect cost or direct costs – not just for CVAD grants but for all federal grants.

Q. Can fundraising expenses be contracted or must they be internal employees? Can VOCA funds pay for an employee fundraiser?

CVAD is not able to reimburse a contractor or pay for fundraising expenses. Federal funds cannot be used for fundraising, at all, ever. Of our funding sources, only FVSPA allows for prevention activities. Therefore, if applicants who want to use CVAD funds for fundraising or prevention will indicate their desire to do so by entering appropriate information in the payroll #2 and benefits #2 sections of the budget. In addition, they will provide a narrative explanation on the justification form. If CVAD agrees to provide the applicant with fundraising or prevention dollars, we will use state funds.

Q. Can we use marketing and fundraising costs for match?

If it's not an allowable expense for reimbursement, it's not allowable for match. Typically, fundraising expenses are not allowable.

Q. Can training funds only be used for staff who are fully CVAD funded or can we send allied staff to training under this funding if they will apply the training to crime victims?

This could be an allowable expense. If your program wants to use funds for this purpose, you can include it in your application budget and we will consider it during the review.

Q. Are there restrictions on out-of-state travel and training costs this round (e.g. conferences, etc.)?

No.

Q. Are meals an allowable expense? Will the reimbursement rates for meals change? Are meals for staff attending ICADV and IowaCASA meetings an allowable expense?

CVAD will reimburse meals only IF the individual traveling requires an overnight stay. CVAD follows the State Accounting Policy & Procedures Manual – Procedure 210.103. We do not anticipate changes to the meal reimbursement rates.

Q. Regarding reimbursing for mental health counseling: counselors charge \$100/hr and up. VOCA funds reimburse only \$80/hr., correct?

The Department of Justice (DOJ) Financial Guide

https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf says, "Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace." The current rates for consultants are \$81.25 per hour or \$650 per day. According to The

Business Dictionary <http://www.businessdictionary.com/definition/consultant.html> a consultant is “Experienced professional who provides expert knowledge (often packaged under a catchy name) for a fee. He or she works in an advisory capacity only and is usually not accountable for the outcome of a consulting exercise.” Anyone you hire as a consultant must adhere to the rates set by the DOJ. If consultant’s rates are higher than allowed you cannot pay any portion of the consultant’s fees with federal dollars. CVAD is not able to find any rates for mental health counselors or any other professionals.

Budget

Q. On the modified direct costs on budget – do subawards mean the awards we are receiving?

No – subawards for this purpose mean any funds that your program is sub-awarding out. If you have questions about subawards, you may want to reach out to CVAD staff.

Q. Does the budget show how much we want for one year, or how much we want for 3 years?

CVAD is asking for a one-year budget.

Q. Does CVAD decide which funding sources comprise the award (VOCA, VAWA, SA, etc.) or do we need to indicate the funding source we are seeking?

CVAD will decide which funding sources to award based on the activities proposed. When a contract is issued, the funding sources will be specified in the contract.

Q. Do you only need the budget for the funds that we are applying for?

In the application we ask for a grant budget with 25% match. This is the budget you will eventually enter into iowagrants.gov. This budget should contain the grant funds you are asking from CVAD along with only the 25% match. We also ask to see a program (meaning entire project) budget. What we mean by this is all expenses and all income for the entire project. For example, you might have a project, with a \$300,000 budget. Your grant request to CVAD is \$50,000. We would want to see a budget for the \$50,000, plus match and we also want to see your entire project/program budget of \$300,000 that shows us all the sources and expenses for the entire project.

Q. Could you revisit the program v. agency budget. Does that include only the proposal and match or all costs of the program?

When CVAD asks for a program budget, we are asking for a project budget, not the full agency budget. We are asking for all funding sources that support that program, which could include other grants (i.e HUD or United Way dollars).

Q. Can we add positions through a budget revision if more direct staff are needed during the project?

If your grant is funded, CVAD will consider a budget revision to include additional staff. CVAD will not provide additional funding.

Q. Will CVAD continue to allow advances in the next grant cycle?

CVAD plans to have a procedure in place to ask for advances. All grantees will be notified when this is available.

Q. Can we budget for an increase that would be less than 20%?

Yes, the formula in the application is meant as a guide so that you don't exceed 20% but you may choose to ask for a smaller or even no increase. In your VOCA Project application in iowagrants.gov, question #3 you will select expansion project.

Q. If we have a regional office that provides various services, one of which is crime victim, do you want the agency budget to be the regional office's budget or the full agency budget?

For the grant application, we are asking for the program/project budget not the full agency budget. If you are funded, we will ask for the entire agency budget to be received no later than November 15.

Expansion Projects

Q. Are we able/allowed to ask for additional funds beyond the 20% more to expand further or further the project more?

Yes, see above.

Q. Are there a different set of questions for an Expansion Project or would we use the set of questions provided for the VOCA Project?

The questions are the same.

Q. For an expansion project, do we include that in the budget or is that information that is just uploaded into iowagrants.gov? Is the expansion project a separate application or part of the current one? If you want to keep the grant you have AND also try for an expansion, can you do both in one application?

There is no grant application called expansion. For the VOCA Projects funding opportunity (formerly called VOCA Initiatives), we want to know if: 1) you are applying to continue the same project CVAD has funded for the last three years (along with the option to tell us how you would spend an extra 20% in funding; 2) you are new to CVAD – meaning we have not funded your organization in the past three years; 3) you are applying for one-time funding – you don't need our funding for three years; or 4) you have been funded by CVAD within the past three year; however you want to apply for either a new project (you don't want to apply for the same project we are currently funding OR you want to expand your existing project greater than 20%. Then submit a competitive proposal. Your organization can submit more than one grant application.

Project Scope

Q. Can we change who we serve with this application? The last 3-year grant cycle we helped women; on this application we want to include males and veterans, along with mental health services. Is this allowed?

Yes, this is a brand-new funding cycle and you can make changes to the scope of work in this application.

Q. Can you tell us how the funds are divided between region 2 north central Iowa and region 2 south central Iowa? (Pg. 5 on RFP).

There is no region 2 south central Iowa; that mistake has been corrected. The 6 regions in Iowa have not changed. CVAD has a formula for funds that are set aside for foundational programs for domestic abuse comprehensive, sexual abuse comprehensive, shelter and homicide survivor programs. Additional information is included in the RFP.

VOCA Initiatives are not based on a formula. We will compare the VOCA initiatives by category (e.g. legal services, substance abuse, etc.) and award funds accordingly.

Q. Referring to page 10 – direct services for public awareness – If we only provide awareness and education services and refer the clients to other organizations, does this type of project qualify for VOCA?

Public awareness and education services as stated in the RFP are allowable VOCA activities. If you are interested in applying to CVAD to provide these services, we encourage you to do so. Until all VOCA applications are received and reviewed we will not know which applications will be funded.