Transcript: Victim Services Webinar FY2020-2022 January 31, 2019

>> LORI: First of all, I just want to talk to you about some important dates that we have. You can see in the webinar itself on the slide show that today is January 31 and we have our funding application workshop.

But the most important date you need to know is our drop dead deadline of February 28, 2019. All applications must be submitted on or before 4:30 p.m. via IowaGrants.gov.

We'll present our recommendations to our board, then we'll send out award or denial letters on May 8, 2019.

The purpose of our funding. The crime victim assistance division of the attorney general's office is seeking grant proposals to provide crime victim services in Iowa. This is your competitive three-year grant.

Who should apply? The application for funding is open to currently funded programs as well as those seeking our funding for the first time. If you are an eligible local or statewide government or nonprofit or a combination thereof, you may apply and receive a grant. Of course just because you apply for a grant doesn't mean you are going to receive a grant.

Specifically, we seek applications from these organizations. It's -- we're looking for our comprehensive domestic abuse services, our comprehensive sexual assault services, the shelters, culturally specific programs, services to homicide survivors and survivors of other violent crimes, the statewide victim services coalition and the statewide victim services hotline and chat line. This is our three-year grant cycle, as I said.

Last fall we held a grant competition for our victim witness coordinators, our prosecutors, law enforcement and coordinated community response teams. So those folks should **NOT** apply in this funding round. I am now going to turn over the webinar to Sue Olson, and she will talk about our VOCA projects.

 >>SUE: Hello, everyone. Good morning. As Lori said, I'm a community specialist. I'm one of five specialists who works on Lori's grant team. Our roles are really twofold. We monitor and guide programs, and we also are federal grant monitors to the degree that we look at finances and budgets and activities to make sure everything follows the federal rules and guidelines. One thing you're going to notice is that we use an awful lot of acronyms around here. I'd like to start out and say that VOCA really stands for the Victims of Crime Act. That is the source from which we receive our largest funding stream. And the process is that the Department of Justice flows the money to the Iowa Attorney General who gives it to the crime victims assistance division, that's us, and we subaward it to you. That's the way the process works.

We're really looking for three different types of applicants. We're looking to fund the programs that are already funded with us and that have been successful. We're looking to fund people who have never received funds from us before, and we're looking to possibly fund agencies that might not necessarily look like a victim [service agency] with this agency. I think this might also be a good time to reiterate something you'll hear a lot about today. VOCA funds are specifically intended to provide direct services to victims of crime. So services that people need after they have been victimized.

So on this slide what you're going to see is some broad categories of projects that we would be interested in. If your project doesn't happen to fall within anything on this slide or any entries on the next slide, please submit anyway, because we want to see your applications.

So some of the major and broad categories that projects fall into are legal services, human trafficking services, housing and shelter, medical care, mental health, substance and abuse and co-located services.

Our next slide just continues on with that theme. One thing we want to bring to your attention to the special populations that we're interested. Older Iowans, I think older Iowans are a group of people that we don't recognize as really being victim of crimes. Are you -- what kind of crime could happen to you when you're in your 70, 80s or 90s? Of course, we know that's not true. Communities of color, survivors of homicide, the LGBTQIA plus, persons with disabilities, Deaf survivors, veterans and so on. We're also interested in projects that involve the criminal justice system, court projects, restitution advocacy, victim rights and so on.

There is one group of people that I want to mention that's not on here that I think is important, and that's immigrants. Because Iowa's population is growing, we know that, and our data tells us that immigrants moving into our state are a driver of that increase. So you can imagine coming to Iowa and English is not your major language. How in the world are you going to know what resources are out there if you are a victim of crime? How are you going to access it, et cetera?

The information on this slide really applies not only to VOCA specific projects but also to any project we fund that happens to receive VOCA funds. Again, the direct services that we provide to victims address the emotional, psychological or physical needs of crime victims. Our services help victims of crime stabilize their lives after victimization and help them understand and participate and participate in the criminal justice system. All of these services really go to the bottom line of helping a victim restore a measure of security and safety for themselves and their families. Victims can be somebody who is directly affected by a crime, but it can also be family members who are affected as well. Finally, we just want to mention you can read more about our local funding and all of our funding sources in the RFP in section 2. Next I would like to introduce Natalie Scarpino who is also a community specialist. She's going to talk about funding sources and the funding cycle.

>>NATALIE: Good morning, everybody. This is Natalie. So talking a little bit about our funding sources that could potentially be funding the grant that you would receive. As mentioned, our VOCA funds are actually the largest funding source that we receive here in our office. With the exception of our law enforcement and prosecution agencies and a few others, most of our funded programs will receive this funding. You're going to hear a lot about that. You're going to hear the word VOCA a lot. If you're not currently funded with us, that's what that means. That funding specifically is meant for direct services to crime victims.

Other funds that we receive here in our office are STOP VAWA or the -- let's see if I can remember this -- Services, Training, Officers and Prosecution, the Violence Against Women Act. Specifically, that funding is available also for direct services but only for those specific crime areas that you see listed there, dating violence, domestic violence, sexual assault and stalking. As I mentioned earlier, our law enforcement and prosecutors are some folks who we fund in our office as well. Those are the largest recipients of our VAWA funds. Some of our comprehensive programs and our other funded programs may receive VAWA as well. But it would just depend on the particular types of services and activities that you propose in your application.

Next we have the family violence prevention services act or FVPSA. That is largely awarded to our shelters and domestic violence programs. Our SASP funds, Sexual Assault Services Program, also refer direct services, but that is specifically for sexual assault programs only.

Lastly we have our state appropriation provided by the Iowa legislature. That is also for victim services and our second largest funding source. So we would have other -- many of our other programs would receive state funds as well. States funds tend to be a little bit more flexible. If we have a program that applies for a particular type of service that might be questionable or otherwise unallowable under other funding sources, it's nice to have that as an option also.

Our award and contract period. As Lori mentioned before, this is the start of a three-year award, our contract period, funding cycle. We will be issuing contracts to start this year, October 1, 2019, through September 30 of 2020. Man, that seems like a long way away. But it's not. So this is different for many of our programs who are currently funded. We have operated on the state fiscal year, which is from July 1 to June 30 forever, and we're changing now.

So the reason we're doing that is because a majority of the funds that we receive here in our office do operate on the federal schedule obviously because they're federal funds. It's just going to be better management for us to operate on that schedule. So we are going to be changing. Please note that CVAD does have the discretion to continue funding or terminate funding for cause, such as loss of funding. So this is a three-year award hopefully to receive the amount you are awarded every year for three years assuming that funding is still available on the federal and state level.

As I kind of started to mention, projects currently funded, CVAD will be extending contracts for existing programs for three months as we shift from the state to the federal fiscal years. Our current funding cycle ends on June 30, 2019. For those who apply and receive an award you will receive a contract extension of your current contract for three months. You will work with your community specialist to determine that amount to get you through the rest of the summer and then new contracts will be issued as of October 1. If you are currently funded and choose not to reapply or if you are currently funded and do not receive another award, your grant contract will end, and funding will end for those programs on June 30, 2019.

Reporting, everybody's favorite part. We really like our paperwork because we're in the government. So the reports that -- the first report is the CVAD biannual performance report. All programs who receive a contract from our office must submit these reports. As you receive your contracts and work with your community specialist we will go into much more detail as far as how those reports are completed and where you complete them and so on and so forth. Those are biannual. Those are completed twice. You have one that will be submitted -- usually we have them submitted in 8 February and August.

I've had some questions from funded programs about as we switch to the federal fiscal year how will that affect this reporting, will we still report July to December and January to June? For right now we'll let you know. We're just focused on getting our RFP's out there and making sure that we are available for questions. Just know we're aware of that and we will get back to you.

The next report there is your VOCA quarterly report. Programs who are funded and receive funds are required to report in the federal PMT system, that's on online system, on a quarterly basis. Those quarters are -- one that's due today actually, remember to turn those in. The most recent quarter was

from October 1 to December 31, and then the reports are usually due the last business day of the following month. So that would be today.

Again, we will -- as you receive your contracts, if you are newly funded with us, we'll be here to walk you through that process. Next, the other reports, if you receive this funding, the FVPSA funding, stop VAWA or SASP, those reports are completed and submitted on an annual basis. So it's a little different than the others. You will know which type of funding you receive. That will be listed in your contract. Your reporting schedule will also be listed in your contract. So you will be aware of which reports you have to complete and when.

Of course, as you receive your awards and contracts, any questions that you have we are here for you. All right, what's next? So here are the links to our website where the RFP is listed and other documents are posted as well.

As to IowaGrants.gov where the funding opportunities will be available no later than February 11. We're hopeful that the applications where you actually go in submit everything will be ready before then, but no later than February 11. Right now, you can work outside of the system and complete your narratives and budgets and all that good stuff in a Word document, which again is the RFP that is -- I'm sorry, the link to the RFP where you can find that information.

It also -- As you're working on IowaGrants.gov unfortunately the system doesn't allow you to start the application and save it and come back later because we have the fields that are required to make sure that everybody answers all the questions. So as we said, you kind of have to complete the inputting of all of that information in one go.

So we are encouraging everyone to start as soon as possible. Everything is going to be the same as in the RFP that you would see in IowaGrants.gov. So you're not missing anything. So go ahead and get started. You will be notified when those are available and go in.

Match. All programs are required to show -- or to be matched on the awards that they receive. We want an equivalent to 25 percent of the requested grant amount that you put in your budget. The CVAD budget template has a formula built in to calculate that match. Depending on what type of funds you receive and the overall awarded amount, it might not be a full 25% on match. For example, match doesn't have to be made on state funds, but for the purpose of making sure you know at least you have to make this much match, whatever award amount you're requesting, take 25 percent of that overall amount and consider that your match amount to be made. Again, as contracts are issued you will know your final match amount to be made each year for those three years. The budget template can be found at the link on your screen. Once again, if you have any questions as you go through this process, please let us know. All right. Donna.

>>DONNA: Good morning, everyone. This is Donna Phillips. I'm a community specialist on the grant staff. I'm going to go over a little bit about IowaGrants.gov and a little bit about the components of the application. Again, if you have any questions just put them in the chat, but we won't answer those 'til the very end. So the first thing I want to talk about is, as Natalie stated, we really encourage you to work on your narrative questions and your budgets outside IowaGrants.gov. But you will be required to enter all that information. That's when you'll be submitting your application. So if you go to the website here, again, our general website at the attorney general's office, this link will link you to where you need to go, you'll find the forms.

One of the things we have there is something called accessing IowaGrants.gov. If you are a new program who's never -- who doesn't have a current ID in IowaGrants.gov, that will give you instructions on how to actually go about getting your ID. I highly encourage you to do that sooner than later only because it could take like a week or so. It's a state system. It is not managed by us or administered by us, so we don't have any control over how soon you we get your login ID. So very important to have that information and access that as soon as possible.

Also, when accessing IowaGrants.gov there will be a section in there that gives you tips about how to copy and paste from your word document into IowaGrants.gov. Because there are special steps that you need to follow, otherwise you'll exceed your word count in the narrative section if you don't follow the instructions. Again, I highly encourage you to go there and take a look at that as well.

I'm going to go briefly over the components of the grant itself -- oops, sorry about that. So the first thing is when you go into IowaGrants.gov, you'll go to my funding opportunity and select the opportunity that applies to for which you're applying for. Once you do that then it'll ask you if you want to start a new application, it'll give you a list of description of information that's already outlined in your RFP, deadline dates, contract period, things like that. Once you have done that the grant components will be divided into different portions that you need to complete.

One of the portions is the cover sheet general information. This is a required cover sheet that the Iowa department of management requires that every grantee fills out or subgrantee fills out in applying for funds. So you are required to fill that out. Make sure that you fill that out. Once you've done that you're going to check it as complete. Then once those things have been checked as complete, then you can move on to the next one. You can do these out of order if you so choose, just so you know that as well.

The next section of the grant is the minority impact statement. Again, this is a requirement of the State of Iowa, so you must all fill this out. Once you've filled it out and hit complete, then you can move on to the next one. I just want to let you know that the minority impact statement ensures that we're aware of the impact of the funding of the different groups in our communities. So that's one of the requirements on why you have to fill that form out.

The next component or section of the grant is agency and general information. There might be some duplicate information in this section that was in the previous sections, but there also is some additional information. You still need to fill this out in its entirety. You'll have like contact information in here, the type of entity, your ID number, your federal employer number or tax ID number and some other information regarding that.

Some of the questions in there are called subrecipient data questions. The section of the application that has this again is under your general information. You'll have like your SAM registration and deadline. There'll be some questions regarding your fiscal and whether or not you've been barred from receiving federal funds.

There'll be some other questions we've added to help us when we go along to do our -- your financial risk assessment if you are in fact funded with us going forward. Make sure you complete that in its entirety and click complete, so you can move on to the next document.

One of the other tips I want to let you know is as you're going through this in IowaGrants.gov, anything that has a red asterisk next to it is required field so that you must do that. You will also have in the

narrative section, which is the next section, you'll have specific things you need to upload to that and that are required, like your articles of incorporation, your total program budget, table of organization. You see the list there. So that you have that. These are throughout. There are some at the very end of the narrative section, but there are a couple other uploads that are throughout the sections as well when you get into the narrative, so that you know. They're all required.

Make sure you do this and fill out your narrative section and then hit -- mark it as complete. Once all the sections are completed you'll be able to submit the application. At the bottom of the narrative section you'll have the certification section. Basically, it'll have you download your certified assurances, your memorandums of understanding for your civil rights requirements and core service standards. We're going ask that you download those and review and certify that you're in compliance with those. You'll be submitting that as well as part of your application with us. Moving on, I'm going to go hand it over to Lori Miller again. She's going to talk about budgets.

>>LORI: Thanks, Donna. You all hanging in there? Can everybody hear us okay? Could somebody enter in the chat box we can hear you? Somebody? We'll move on. We're going to talk briefly about budgeting in our budget forms and then -- let's see. Budgeting is a very important component of grant submission. Of course your project is very important, but what you submit to us on your budget template and your budget narrative is equally important. I have my fiscal team in here. They're going to help me out. I'm going to look for their head nods or eye rolls if I say anything I'm not supposed to tell you.

On our website we have this budget template. This is our CVAD budget template. It's looks a little bit familiar. We had one last year. We tweaked it a little bit for our third year of funding [correction: we tweaked the budget template for this competitive 3 year grant cycle]. On this template we have some built-in formulas. For people who are currently funded with us in the RFP, we ask you to type in your current award. If you get $50,000 from us it'll automatically -- oh, sorry. I just messed up. Don't do what I did. $50,000, I put it in the wrong line. There we go. If you put in your requested amount as 50,000 or whatever you have right now this year, you will type that in. It'll automatically tell you what that requirement is.[the grant template will tell you what the match amount is]

In your RFP it'll ask you, if we were able to give you a 20 percent increase, what would you do with that? Instead of having two budgets we were able to just add a formula that increased your award by the 20% and also gave you the new match amount. Of course, this is the 25 percent match amount that Natalie talked about earlier. I would ask that you don't mess with any of these formulas here.

Then what you'll do is enter all of the personnel that you want funded on this grant. You enter their names, their titles here. On this line you would put in how much you want the grant to pay. Over here you would enter the match amount if you are going to use this person as match. On the next line, if you want to use a potential increase to pay for salaries, you could enter that here as well as you could enter the match amount, if you want to, in this cell right here.

Then in the last box we ask for the match source. So just tell us if this is state money, if it's United Way, donation, fundraiser. The main purpose for us knowing where the source of funding is coming from is because we don't want you to match federal dollars with federal dollars. So if we see that you are -- you have a HUD grant and you want to match it with our grants, we can't allow that. So we need to see the source of the funding. What I want you to do is do your budget outside of IowaGrants.gov.

Then on this Excel sheet -- let's see. Let's scroll a little bit. You enter in personnel 1. Let me tell you just briefly, there's personnel 2. Personnel 2 is employees that you want to pay with our funds, with CVAD funds, but their main job is going to be or part of their job is going to be fundraising or prevention. These are activities that federal funds can't pay for. So we need to separate them out. So you would list your fundraising and prevention activities here. If you look back in the RFP, it's like the equivalent of 20% of a full-time employee could be used for fundraising or prevention. Then down here you list the benefits for the people that you have listed in category 1 and the benefits you list in category 2.

You don't have to list every name and their benefit. You could just list the benefit type and the amount that you want the grant funds to pay or the amount that you're going to make for match. In the next section we talk about other direct costs. This will align pretty much with what we have in Iowa grants. You would just -- please don't change these categories. You have travel to provide services, training, equipment, repairs, maintenance, et cetera.

At the very bottom we ask you if you are going to claim indirect expenses, indirect costs. And if you are you need to have either a federally negotiated rate, which we explain that you need to upload that, or you will use the 10% de minimis that is also explained in the RFP. If you don't understand what these two are, please give us a call and we can walk you through it. It's a little complicated when you're working with indirect costs. Our direct costs are totally allocated to the project. Your indirect costs are those costs that are not easily allocated to an activity or a function. For a lot of places, it would be utilities or the toner that you have to purchase for your copier or pens or all of these shared expenses that's not easily allocated to an expense.

If you do use indirect costs we want you to use the modified total direct cost, which if you have subawards greater than 25,000 capitalized equipment, then you have to take those expenses out of your direct costs. Then you take the indirect percentages times those expenses. And if that is more confusing than clarifying, please let us know and we can walk you through it again. We'll look at your budgets, and if it doesn't seem right, we will ask you to make some changes.

The next form I want you to look at is the budget narrative form. This form, sometimes people call it the budget justification. This form is the narrative explanation of how you arrived at what -- the numbers that you put on your budget. It's a pretty easy form to fill out and actually kind of mimics what you're going to see in IowaGrants.gov. There are some questions you need to fill out, their title, whether a new position, how many -- what percentage of time they're going to be on the project, their annual salary and the requested amount from us. Then it goes through all the other expenses like your benefits, out of state training, instate training, travel for services, contractual services, et cetera.

So this is a good tool to help you decide how much an expense is, and it's good for us because we can look and say how did they arrive at that expense. Then we'll look at your budget narrative or your budget justification and then we'll be able to determine how you came up with that expense. What we don't want is just you putting in random numbers. I want $100 for supplies because I might need $100 for supplies. Can you kind of give us an explanation of how you came up with that? I realize it isn't that much money, but if you put $2,000 for supplies can you tell us what those dollars for supplies are, office supplies, project supplies?

So the more details you give us the easier it is for us to understand what you want to do and for us to understand how well you've thought out this project, and does your budget match what your project is. What you put in your budget project and what you put in your budget, your scope of work and budget

need to match. If you have a project, your budget needs to be able to fund that project. So we need to see a connection between those two. So those are the two forms –

>>BRYNNE: Just as a reminder, we will be answering questions at the end of our presentation. I know some folks are probably entering questions into the question box. We'll be coming back to those at the end.

>>LORI: Thank you. I'm messing up. Here we go. Can you tell this is my very first webinar? Budgets. Here's what you need to do. You need to complete an Excel budget, then you upload it into Iowa grants. Then you also complete an online Iowa grants budget. This template in IowaGrants.gov and your Excel budget need to be the same. Make sure when we download your Excel budget and look at the budget you've entered into IowaGrants.gov, those need to be the same. The reason we have you do two of them is because the IowaGrants.gov budget template is not user friendly for us to look at. It's easier for us to look at your Excel budget to see if the formulas are right and if things are calculating correctly.

You need to complete the IowaGrants.gov budget form, because if you're funded then that budget form turns into your claim form. So however your budget looks it will directly impact how your claim form looks. So we really need you to take an extra look at your budgets and make sure they match. We also need you to complete the budget narrative. That's the form I showed you. You download that, complete it and then upload it in IowaGrants.gov. Your budget narrative form and your budget should match. If you're asking for $10,000 for payroll 1, your narrative form should have $10,000 on there. You should say how did you get to that $10,000, explain to us. All of the budget forms have to match.

Again, the reason we're having you do it twice is because the online system isn't user friendly for us. It's easier for us to review your budget with the Word and Excel templates. Then also when you enter your justification there's a place in the budget template where you can copy and paste your budget, the words. So when we are looking at your budget online, we can also see how you came up with your numbers and what your intent is. So if you have questions on budgeting, please let us know. We will open up the chat line later and you can ask questions. You can also call in or email us if you have questions on your budget.

The next slide is program budget versus agency budget. [CLARIFICATION: CVAD uses the words program and project interchangeably. We also use the words program and agency interchangeably. This is likely confusing. On this section, PROGRAM means PROJECT]. Basically I just want to reiterate the difference from our point of view. For the application we are asking you to submit a program [project] budget. This is a complete budget for your program [project]. So if you have a DAC or an SAC program [project], we want to see all of the funds, matching funds, grant funds, all of the funds you expect. The difference between the program [project] budget and the Excel budget we want you to upload is you don't have to show all of your funding sources on your budget that you're submitting to us in IowaGrants.gov. You only have to show 25% match. You don't have to include anything else in that budget. But we do want to see a holistic picture of your program [project]. That's what a program [project] budget is. So your application budget should only show the grant funds requested in your match.

If you are funded we're going to ask you to submit an agency budget by mid-November. This is a complete budget for your entire agency, not just the program [project]. For those programs [agencies] that are funded we'll get back to you and we will request that. It's something that sometimes our legislatures want to know. We have been having that on file and it gives us a better holistic look at your agency as well. RFP updates.

The next slide we're talking about some unfortunate mishaps that I had when we were -- tried to get that RFP out very quickly. We just had a couple of updates. If you go to the website right now the most recent copy of the RFP is there with some added corrections. We had a couple of typos on the zones and regions. Those are fixed. Question 12, survivors of homicide and other violent programs, there was a copy and paste error. My fault. It said to enter your domestic violence numbers. Really we want your homicide and other violent crimes information. We forgot to put shelter on the front page of the RFP. We are seeking shelter applications. Then a whole really fun section nobody caught was that all of the new program [agency] questions were inadvertently deleted or not added I guess.

So for the purpose of this application new programs [agencies] are programs or agencies who have not received CVAD funding in the past three years. CVAD does not consider a new service or project proposed from a currently funded agency to be a new program. A new program [agency] also just means that we have not funded you before. You might be a program [agency] that's been in existence for 25 years doing great victim service work, we've just never funded you. So we want you to know that's what we consider a new program [agency] to be. You don't have to have -- you don't have to be a grassroots program just starting up. You can be a program [agency] that's already existing. New programs [agencies] need to provide your mission statement, description of your agency in more detail than we had asked in a previous question. You also need to come up with five letters of support and a plan to capture your service data and your service hours. So those are additional questions that if you fall into the category of a new program we are going to ask you to upload.

If you're not a new program [agency] you do not need to enter that information, and those won't have a red asterisk in them and they won't be required. I'm going to let Regina take over now. She is our newest community specialist. She is going to talk about some questions that we had in advance. So we put them out here. We have talked about them. I think we're all in consensus.

>>REGINA: Good morning. This is Regina Young. I'm new to the CVAD staff. I want to welcome everyone here today. So let's just get right on into it. We're on slide 28. So we had a few questions, as Lori mentioned, that we received in advance. We're going to go through them. Then it's my understanding we're not going to be doing phone calls coming in, but we'll open up the chat box, the question box.

>> I don't think they have a chat box.

>>REGINA: So the first question is -- I'm sorry. What are the character or word counts for the questions? Iowa grants counts characters and includes spaces. For the most questions the character limitation is 500 characters. For narrative questions the character limitation will be 5,000 characters.

We're going to go on to the next slide and talk about the financial management questions. There were two questions we received from the subrecipient data section of the RFP. Does your organization maintain a financial management system that provides records that can identify the source and application of funds for subawards? Then the second question was, does your organization's financial management system provide the control and accountability of project funds, property and other assets? We're asking if you have the accounting and financial systems in place to accurately account for your sources of income, your expenses and your assets. Then if the answer is no to either of these questions, you will contact CVAD and talk to one of your program support specialists.

We had a question. What is the difference between travel for services and instate travel? Travel to provide services means travel time to provide services to victims including collaborative meetings. Instate travel is used to track conferences, workshops or trainings.

VOCA projects want to expand beyond travel -- Okay. Thank you. In our RFP we were -- you are instructed to use your currently funded grant as the amount of funds you would apply for in the next round. Then we ask you to tell us how you would spend an additional 20 percent for formerly new initiative. We had a couple of VOCA funded projects, formerly new initiatives. They ask how can they apply for funds to expand a current project beyond what 20 percent would cover? We added a fourth option to the VOCA project grant that asks if you are a currently funded project and would like to apply as an expansion project. If you apply as an expansion project you apply for the amount of funds necessary to successfully complete your project, and the 20 percent increase question would not apply to you. I'm going to defer to my team a little bit.

>>LORI: Yeah. We talked a little bit about this yesterday. We had a couple of questions from currently funded programs [agencies]. They said we want to expand more than the 20 percent would allow us to expand. If we apply for -- if we're limited -- and this really is only for VOCA initiatives, VOCA new projects. If we apply for what we are currently funded, the 20% additional that we can get isn't going to cover it. So basically, what we're saying is you're kind of a continuation project but kind of a new project. So when you get into IowaGrants.gov we've built in -- there's going to be a question box with four options. It asks you if you're a new program, current program, if you only want funding for one year. I think that's what it's going to be. Then we added a fourth option that says I'm a current project, but I want to expand. Then what you're going to tell us is how much money do you need to expand. It's kind of a hybrid between a continuation and a new program, a new project. So it's very important when -- if you want to expand what you're currently doing and it's going to cost you more than 20 percent to do it, you really need to explain in your narrative what you're doing and how you're going to be successful with that project. The other thing to keep in mind too is we didn't really tell you what the limits are, but we really don't have an unlimited amount of funds. So if you come in and say here's a million dollar project, I'm really going to expand, we probably aren't going to fund you. So you need to keep that in mind.

We do have a lot of money, but we don't have an endless supply of money. So one of the things we'll always take into consideration is how much funds we have available. If you have more questions about that, you can enter your questions later in the chat box, question box.

REGINA >> Thank you, Lori. Let's go on to slide 33. We have another question about can we use VOCA funds to purchase food, gas cards, childcare or other incentives to help eliminate barriers for participants. Section 2 of the RFP provides a description of services and funding sources. VOCA funds can be used for direct services for immediate, emotional, psychological and physical health and safety. In addition, all services must be tied to their victimization.

>>LORI: What we're saying here is when you ask for -- specific questions about can we use funds for this or this, look at -- section 2 of the RFP spells out every funding source we have and the uses of those sources.

>>REGINA: Another question that we had was individuals wanted us to clarify the ED salaries. And CVAD has a cap for the reimbursement for salaries at 55,000, or at the current level we will -- can be reimbursed. So the cap is 55,000 for whatever you're currently funded at. You can talk with Lori more

specifically about that. There were some other questions that came in. [CLARIFICATION: The cap is $55,000 or the amount you are currently being funded at.]

One person wanted to know if the mileage rate had changed. No, it's the same state rate.

Then we had an additional funding question regarding the contract. I think we answered that in regards to how the contract would be disbursed. Like instead of the current contract being through June 30, we'll expand it through September 30 if you're funded. I think we talked about that earlier on.

Finally, VSS contact information, we have some contact information that we have included. So we want to take the opportunity to thank you for joining us. This slide has all our contact information on there, as I have mentioned. If you think of a question later, you can email one us or you can post your question in IowaGrants.gov.

>>LORI: We will open it up now.

 >>REGINA: We will open up the slide now for any questions that you may have. Thank you so much.

>>BRYNNE: I'm going to take a second and look at the questions. There are a couple of questions that we're going to handle now. Maybe some of it will require some follow-up.

There are a lot of questions that have come through.

There will be a transcript available after the webinar. So there were a couple questions and a couple of people who mentioned that some of the audio unfortunately was cutting out during the presentation. We will make a full transcript available after the audio -- or after the webinar today. There'll be a recording of the webinar that we'll make available. I'll be sure to send that information out on IowaGrants.gov, and I'll also post it on our website. All of that will be available. I apologize for any sort of audio difficulties folks had in hearing today.

You'll also have access to the PowerPoint afterwards. That was another question. We'll be sure to make those slides available, send those out and put them on our website.

One of the questions, can you skip questions when they don't apply -- I'm sorry, can you skip any questions or make them all required if something doesn't apply to me put NA or zero?

>>LORI: Right. You have to enter something.

>>BRYNNE: Can match be fulfilled completely by inkind?

>>LORI: Yes.

>>BRYNNE: Maybe you want to pull that mic up by Lori.

>>LORI: I'll use this one.

>>BRYNNE: When you say cover sheet, for example, is this something we will create and upload according to the requirements or text boxes on the site?

>> It's text boxes on the site. It's nothing that you will upload at all.

>>BRYNNE: Are all of the questions in the same funding opportunity? So will I see the comprehensive questions? If so, how am I going to skip those if they're all required? Sounds like this person may be

asking, you know, if I'm a VOCA initiative, when I get in a grant will I see all the questions for a comprehensive application, if so, how do I avoid those questions.

>>DONNA: Each funding opportunity will be different. So VOCA initiatives will have their own applications. You have to complete everything in that application that's red asterisked. Same with like domestic abuse comprehensive or sexual abuse comprehensive or shelter or homicide. They all have their own funding opportunity for you to choose from.

>>LORI: Right. In the RFP it lays out -- at the beginning of the actual questions it lays out all of the questions that are the same for all applications. Then it goes into the specific for the different types of funding, the different types of programs.

>>BRYNNE: So there was a question about the salary caps. If the annual salary is 60,000, CVAD will only fund 50,000; correct? >>LORI: Yes. [CLARIFICATION: unless we are already reimbursing higher]

>>BRYNNE: That's correct. Do we need approval for the direct costs?

>>LORI: The direct costs are the costs that you submit on your budget that you want us to reimburse you for. If you are talking about indirect costs, you will also put those on your budget and upload it into your federally negotiated indirect cost form or the de minimis form. But, yeah, basically your approval for direct costs is when you submit your grant application and we approve it.

>>BRYNNE: Can fundraising expenses be contracted or must they be internal employees?

>>LORI: You can -- I don't think there's any rules about contracting out. You just have a section with contracted employees. I don't –

>>NATALIE: CVAD would not be able to reimburse a contractor who you bring on to fundraise, but generally as an agency, sure, you can contract someone. We just wouldn't be able to pay for it.

>>SUE: In other words, it's unallowable.

>>BRYNNE: Yes. Just to repeat that, it's an unallowable expense. What page is the narrative summary at? Just to clarify, I don't know if that's asking page about in the application. The application will be submitted electronically. Is this a question maybe about RFP? We might have to look at that and send that afterwards. Again, just to say one more time, that answers to these questions as well as in addition to a transcript and a recording will be available after this.

>>NATALIE: If you look through the RFP Lori has sectioned it off by the narrative questions for kind of each funding opportunity. Maybe you haven't got to that piece yet.

>>BRYNNE: Under training, can that only be used to send staff who are funded fully by the grant training or can we send other staff people to the training under this funding if they will apply the training to crime victims?

>>It says allied staff.

>>BRYNNE: Allied staff. Right.

>>LORI: Well, yeah. If -- One of the things that you should do if that's what you want to do, is put it in your grant, put it in your budget. There's no hard and fast rule that says absolutely not, we won't do it. But there's always a lot of things to consider when we're looking at a proposal. It is -- that is not going to

make or break your proposal. So if that's something you want to do, just put it in your budget and we'll consider it. But it's not an unallowed expense.

>>BRYNNE: Sounds like some more questions maybe on a budget. The modified direct cost on the budget. Do subawards mean the awards we are receiving?

>>LORI: No. If for some reason you are subawarding the funds we give you, that's what it's referring to. So it would be another tier of subawards. You don't collect indirect costs on subawards that you issue over $25,000. This is complicated. So if you want to call and talk to me directly, I can talk to you over the phone.

>>BRYNNE: Question about travel for services, including hotels and meals. Are meals an allowable expense?

>>DONNA: Meals are an allowable expense if it's for training at an instate training that's not in your home domicile normally or an out of state training. Other meals for staff are not normally allowable during the course of the grants.

>>BRYNNE: For example, you could not pay for food for a staff meeting or something like that with our funds

>>DONNA: Or a volunteer meeting -- >> Right. >>DONNA: -- anything like that. Any kind of community collaboration meeting --

>>REGINA: What about a parent group meeting?

>>DONNA: If it's a support group, that's something that you could put in your grant application that we would consider if it's only for the direct services for victims, to feed victims. So we would need to look at that to make sure it meets those requirements.

>>NATALIE: It should also be mentioned that what our federal funding says is that we have to abide by whatever our state administrative rules are as far as travel policies and meals and all those types of reimbursements. So when we're talking about meals being allowable if you're at a training or conference, it does have to be an overnight stay. So you have to be traveling someplace staying overnight to pay for meals. Again, that is a State of Iowa rule. That is not something we came up with. We know that is a burden, but we are required to follow those particular administrative rules. Again, if you are -- if you receive a contract from us and you will be going to instate or out of state conferences, we can walk you through all of those nuances. But, yeah, there would need to be an overnight stay with any type of training or conference to reimburse meals for you.

>>BRYNNE: There have been a few comments in the question box about it's not clear on the webinar who is answering a specific question. So when people have follow-up questions who are we saying is the best person or who are the best people for people to contact directly if they have follow-up questions from this webinar?

>>LORI: At the end there's a slide with all of our contact information on it. Feel free to contact any of us. There's no best person to contact. Hopefully we'll all give you the same answer.

>>BRYNNE: We're a nonprofit organization with several programs. If we're looking to request funding for more than one program, do you advise completing one application for all of our program projects or is it possible to complete different applications for different programs?

>>LORI: I would say if your scope of work is different, you would submit different applications. If you have different -- significantly different projects, you should submit a separate budget for each of those projects or a separate grant application.

>>DONNA: For example, if you have a human trafficking grant and maybe having an engaging males project as well, those are two separate projects, so you would probably do two separate funding opportunities.

>>BRYNNE: Does CVAD decide which funding sources comprise the award or do we need to indicate which funding sources we are applying for, for example, if we're applying for VOCA or VAWA.

>>NATALIE: CVAD will determine which funding sources we'll award to your contract based on the activities you propose. As I mentioned before when we were talking about funding sources, most all of our projects that involve direct -- all of them involve direct services, and so most people will receive VOCA funds. But depending upon any specifics that might not allow for a certain funding source to cover that, we would award another funding source. That's not something you all have to worry about as applicants. That's something that CVAD will determine on the back end. We will explain once we issue your contract what those sources are.

>>BRYNNE: Someone requested revisiting the program versus agency budget, not confused about what's the agency but unclear on what's a program. Only proposal and match or all costs of the program?

>>LORI: Sorry for the confusion. We ask you to submit a couple different budgets. In the grant application we ask you to submit a budget for the grant request and what is equivalent to 25 percent match. But we also ask you to upload a complete program [project] budget. So, for example, if you have a thousand different programs in your agency, we only want to see the program [project] budget for the program [project] you're requesting. For example, if you are a domestic abuse comprehensive program, we want to see all of the funds in your program [project] budget just for your domestic abuse program [project]. It may be different than the budget you upload into Iowa grants, because we want in the Iowa grants, the Excel budget, is the amount of money you're requesting from us and 25% match. But we also -- on the program [project] budget we want to see everything. [CLARIFICATION: We use program and project interchangeably and we use program and agency interchangeably. When CVAD asks for a program budget, we are actually asking for a project budget, not an agency budget]

>>NATALIE: All funding sources.

>>LORI: All funding sources. But you don't have to show us -- I know it's confusing. Anybody else say that better?

>>DONNA: All funding sources that support that program or that funding opportunity you're applying for.

>>SUE: Which might be other grants.

>>LORI: Right. Let's say you say you apply for us but you're also going to apply for some ESG dollars or HUD or United Way dollars. We just want to know holistically, when we ask for a program [project] budget, what all are you trying to get besides our funds. The application budget, what you submit, what we're going to look at and review, is what we're going to base our grant funding request on, and also we're going to look at your match that you're showing us. You only have to show 25 percent match. You might have millions of dollars for a program [project] and you want just a tiny bit from us. I hope that helps. Again, if that's not clear, call us, we'll talk you through it.

>>BRYNNE: It sounds like there were a couple of questions about wanting to make changes to who is served. I saw in our last application we said we were going to serve females, now we're going to serve males. Can we make changes like that? And this question here asked about -- that sounds like a different question. So if people want to change things from -- like communities that were served from the last time to this time.

 >>LORI: This is a different application. This is -- We are starting the funding cycle all over again.

>>BRYNNE: So the answer is, yes, you can change who you want to serve. You can make those kinds of changes in this application. If they're proposing to serve counties that are located within more than one zone, will the system allow us to include more than one zone, and will we be able to explain that we may not be covering that entire zone? I think zone is being used in the same context as region. Can we be covering that entire region -- not covering that entire region but a portion of that region with specific county, and will the application allow them to do that?

>>NATALIE: Specifically, if we're talking about VOCA projects, yes, there can be and currently are programs who serve just a certain number of counties and not all of the counties in a region or a zone. For our comprehensive programs that's a different story. You would be required to provide services in all of the counties in that zone or region. But I think this question might be coming specifically about VOCA projects.

>>DONNA: I was going to say depending on which kind of project you are; I believe in your application it will ask you to spell out your counties or it will ask you to pick a zone or region. Kind of what Natalie stated is that if you are a foundational program like a DAC or SAC, you might only be doing portions of that zone, but you would still pick that zone or that region. For the VOCA initiative grants that's a different question, so then that won't be the same answer.

>>BRYNNE: Sorry, I'm just -- There was a question about where to find information for persons with disabilities, Deaf persons in our community, limited English speaking, that the U.S. census does not have this information nor does our county recorder website.

 >> Is the question where to find that?

>>BRYNNE: Yeah. So it sounds like the question is asking if we have suggestions about where to find that information.

 >>LORI: I think there is a limited English map I think. I think we can do some checking, but I think it's out there.

>>DONNA: I think there is some of that in the U.S. Census. It might not have the projected amount. It would at least have the previous amount you could potentially look at.

>>SUE: Could I also suggest that AARP out of DC has a public policy institute, and they gather information like this state by state. That might be a place to go look.

>>BRYNNE: I think this is an important question that's asked specifically so that we 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. I'm just kind of going through here. I'm not sure -- There are lots of questions. We're getting -- We planned on like an hour and a half. We'll just keep going.

Will the reimbursement rates for meals change at all?

>>LORI: No.

>>NATALIE: That's another state administrative rule. We don't get to make that change unfortunately.

>>DONNA: You can go to the Iowa department of administrative services and look at those rates in case they do change them in the future.

>>BRYNNE: Another question about kind of the budget and that 20% increase. What if a program is hoping for an increase or wanting an increase but not necessarily as much as 20%? Can they reflect that, is that okay if it's not up to 20%?

>>LORI: Sure. Just put in the amount you want. I mean, the formula that's in there is a guide to help you not go over the 20%. But if it's under the 20% nobody's going to be mad at you.

>>BRYNNE: Couple of questions again about fundraising. Just to clarify, there was a question before about using funds for fundraising expenses. My understanding was that's not an allowable expense for our funds. Question: Can we use marketing and fundraising costs for match since you're wanting it in the application?

KRISTI>> If it's not allowable for reimbursement, it's not allowable for match, for VOCA, but it might be able to be used for family violence match. As a whole I would say no.

>>BRYNNE: Question about the budget. We have a regional office that provides various services, one of which is crime victim services. Do you want the agency budget to be the regional office budget or the full agency budget?

>>NATALIE: I don't think –

>>LORI: For right now we're asking for the program [project] budget. If you're funded, we'll ask you for the agency budget.

>>BRYNNE: Are there salary minimums? Talked about salary caps for EDs. I saw there was another question about whether that salary cap applies to other staff that are not EDs, like CFOs and COOs. Are there caps in place for those folks and are there salary minimums on the other end?

>>DONNA: There is a salary for advocates. We did do a salary comparison a few years ago. On the memo it has a range with the minimum on it of what we recommend for funding. So that's something to

look at to compare to what your staff are currently doing. As far as the CEO and all that other information, that's up to Lori. We can get back to you with that answer.

>>LORI: Yeah, it just depends. I don't know that we should really be reimbursing an CFO. We can talk about

>> Are they providing direct services? I don't know.

>> It depends.

>>DONNA: I think some programs they're a CEO instead of an executive director. It's a different title now. They have different titles by name, but it's the same role as an executive director potentially.

>>NATALIE: We can make that the salary benefit analysis available then?

>>LORI: I don't know where it is, but yeah. We can do that.

>>BRYNNE: There's a question about whether CVAD will continue to allow advance requests in the next grant cycle. I'm not sure what the advance -- is that meaning advances, funding advances

>>LORI: We'll check with the boss:

>>BRYNNE: So that -- the answer to that question is we don't have an answer right now. We'll provide more information later.

Since we're working offline -- and maybe some of this was addressed -- it would be helpful to know if we'll be uploading a Word document for our narrative question or if we'll be copying and pasting into the formatted text boxes in the system. Some of that was covered.

>>DONNA: Yes, you will actually copy and paste it from your Word document actually into those boxes for those answers to each individual question. Again, there's a copy and paste feature in the boxes you will need to utilize so you don't go over your character count. There was instructions on accessing IowaGrants.gov, a document on our website.

>>BRYNNE: Someone asked where in IowaGrants.gov you go to post questions from this webinar.

>>DONNA: I believe it's under -- if you go into your funding opportunity there's a sentence in there that there's -- up in the upper right-hand corner there's a field that says questions. We can actually put something on the website that shows where that's at.

>>LORI: If you look at the accessing Iowa grants PowerPoint that's on our website, it tells you how to post a question. Also Iowa grants isn't available right now, we're still building all of the grant funding opportunities. So once you get into Iowa grants you'll see it there.

>>BRYNNE: Couple of questions about how funds are divided. Can you tell us how the funds are divided between region 2 north central Iowa and region 2 south central Iowa and clarify how much funding region 2 north and region 2 south are allocated for VOCA projects?

>>DONNA: We have a formula that we have set aside for our foundational program for domestic abuse comprehensive, sexual abuse comprehensive, shelter, homicide survivor programs. So they are based on the formula based on region and zone which is in the RFP.

VOCA initiatives, however, are not based on that at all. So we compare all the VOCA initiatives together and again kind of by categories as well, like legal services, substance abuse. But we look at that overall.

>>LORI: Also, I apologize. When I did the regions and the zones there was a typo which made it seem like the zone had a different name to it. There are still only six zones. So go back -- or six regions I mean. Sorry. Four zones, six regions. Unfortunately, it was another copy and paste error. If you go back to our website the correct regions and zones are listed.

>>BRYNNE: Is there a different set of questions for an expansion project or would we use a set of questions provided for the VOCA projects?

>>LORI: On the expansion project you are going to answer the questions that are -- they'll be presented in the IowaGrants.gov. They're in the RFP. Actually, they're the same questions. The only thing that's different is you're not going to be limited to -- only apply for the amount of funding we gave you last year. If you want to apply for an expansion project, it's basically like saying, hey, I'm going to apply for something different and this is what I want to do. You're going to explain it in those narrative questions.

>>BRYNNE: I'm looking -- We have gotten a lot of questions. I'm trying to cover some of the broadest questions. There are some really specific questions that I think might take some follow-up. Again, we'll make these available on the website and also send them out on IowaGrants.gov as well as the PowerPoint and the transcript. So all the information should be made available to you, and as we've said multiple times, there's contact information. So I encourage you to reach out if you have more questions.

Couple more questions. Under the question for nonsystem based collaboration can we use a physical address instead of an email?

>>LORI: Sure. Yes. You can use a physical address instead of an email.

>>DONNA: But if you have an email, we prefer the email.

>>BRYNNE: There are a couple of other questions about whether or not collaborations are required -- is there a requirement for consultation with other victim service providers in this round of applications?

>>DONNA: There is no consultation form that you would complete with other victim service survivors. Each RFP or funding opportunity has some questions around collaboration that you might have to answer in your narrative. Then if you're a new applicant you do have to have support letters, if you're a brand-new applicant.

>>BRYNNE: Are there restrictions on out of state travel and training costs this round?

>>LORI: No. No, but make it reasonable. There're no restrictions. Keep in mind that when you submit a budget and you submit an application we're going to look at it for reasonableness, we're going to compare it to all of the other applications that we have, and we're going to see if what you've submitted should be funded or not. This is -- when we say this is -- when -- we use the word continuation, but this is really a new round, this is a new grant round. So submit what you think is a good proposal and a good budget and we will review it.

>>BRYNNE: Just a couple of additional questions about that expansion application that we were just talking about. Is that a separate application or part of the current one? Can you also keep the grant you

have and try for an expansion, or do you do both in one application? Seems like maybe just a little bit of confusion about that.

>>LORI: So this is how I would answer. If you want to -- if you want us to fund the project we are currently funding, that's an application. If you want to do something different and you call it an expansion, then submit a different application. You can submit more than one application if you want to, but I would say if you're going to have project A and project A expansion, make it be just what -- there really is no grant application called expansion. It's just allowing you to submit something bigger than what you already are being funded for.

>>REGINA: That's the 20%.

>>LORI: Right. I'm sure that didn't really answer your question, but you can give us a call and we can go through it again. I guess when you're submitting this it kind of just depends on what you want to do. You look at your scope of work. If it's a completely different scope of work, then you would submit a different application.

>>BRYNNE: Just to clarify, if I'm a program that's been funded at a certain level and it's going great but I want to expand that program beyond the 20% increase that's in the application, but I want to do a 50% increase, I fill out the -- I fill out that application?

>>LORI: There is no separate application, there's just a checkmark that says I'm currently funded, but I want to be funded for more than I'm being funded now and I also want to be funded more than the 20 percent, which we talked about in the RFP. Let's say I'm serving three counties, now I want to serve 10. It's going to cost me a lot more than the 20 percent. Basically, what you're saying is I want to expand what I'm currently doing, so you -- it's almost like you're submitting a new application for a bigger project.

>>DONNA: If you're talking maybe potentially about doing more projects, like I'm running a legal service, but now I want to do a human trafficking project, that would be a new project in that you would just write a separate application for. This is basically like what Lori just explained, expanding what you're currently doing, your current scope of work.

>>BRYNNE: So I think that we have ended our time here. I know we haven't gotten to everybody's questions. If we didn't get your question answered, we will get back to you and provide the information.

>>LORI: I appreciate everybody hanging in there. Good luck writing your applications. We're here to help you.

>>BRYNNE: Thanks for all the work that you do.