

## FAQ for Family Violence Sexual Assault Awards

1. Q: Who must attend the mandatory quarterly meetings and trainings?

A: The Executive Director may send any agency representative to attend meetings or trainings to report information from meetings.

2. Q: When will we receive information regarding the prevention funds from DHS?

A: As soon as CJCC has concrete information, we will share it with all of the grantees.

3. Q: Will we have to submit a budget for those funds when they are received?

A: Yes, because the budget you are submitting currently is only for state funds. A budget will have to be completed for the prevention funds once the award is received.

4. Q: Did all of the Sexual Assault Centers receive the same amount of funding?

A: Yes.

5. Q: Will I be able to submit a SER before the webinars are held? Can I submit an SER if I do not attend a webinar?

A: Yes, if you feel confident that you have everything you need to submit the SER.

6. Q: Will we have to use the GOCF Evaluation Forms for reporting?

A: No, the evaluation form will no longer be required.

7. Q: Will I have to complete another budget for the CJCC funding?

A: Yes, each grant should have its own budget attached.

## FAQ for Family Violence Domestic Violence Awards

1. Q: Reporting dates for expenditures? Special Condition #28 refers to SERs being due 15 days after the end of the month (monthly) or 30 days after the end of the quarter (quarterly)

A: The SER reporting dates listed in Special Condition #28 will be amended. In order to expedite payments for grantees, we have established the following deadlines:

*Monthly Deadlines-* The 10<sup>th</sup> and 25<sup>th</sup> of each month. (\**Exception is the month of August. The reporting dates are the 15<sup>th</sup> and 25<sup>th</sup>.*\*)

*Quarterly Deadlines-*

October 10<sup>th</sup> or October 25<sup>th</sup>  
January 10<sup>th</sup> or January 25<sup>th</sup>  
April 10<sup>th</sup> or April 25<sup>th</sup>  
July 10<sup>th</sup> or July 25<sup>th</sup>

2. Q: How do I add lines to the budget detail form?

A: To add additional lines to each category, right-click the actual line number of any row within the category you are trying to add additional lines to so that the entire row is highlighted. Once you right-click the line number, select copy, right-click the line number below it (so that the entire row is highlighted) and select “insert copied cells.” This should give you the ability to insert additional lines within that budget category.

3. Q: When can we expect payment once we submit our SERs?

A: We are working with our State partners so that we can process all payments as quickly as possible.

4. When will we receive information regarding the FVPSA funds?

A: As soon as CJCC has concrete information, we will share it with all grantees.

5. Can I submit an SER without sending in the award agreement?

A: CJCC needs the signed award to activate the award. You may not submit an SER before the award is returned. You can, however, submit them at the same time.

6. Q: The special conditions state that we are unable to submit requests to revise the budget, if the changes are later than 60 days prior to the end of the subgrant period. What happens if we have an emergency situation?

A: Requests for changes to the budget at the 60 day mark will be met on a case by case basis. If the change is due to an unforeseen situation, CJCC can make an exception to the special condition to approve the request. The deadline is in place to encourage budgetary planning in an effort to reduce the amount of funds remaining at the end of the grant year.

7. Q: How detailed do you need the client assistance funds to be broken down in the budget? Do you have a recommendation on how this should be reflected using CJCC format?

A: Please break out the client assistance as much as possible. Some possible line items include: clothing, rental assistance, utility deposits, transportation, etc.

8. Q: Who must attend the required quarterly meetings? Will they be hosted in different locations each quarter?

A: The Executive Director may send any agency representative to attend meetings or trainings to report information. CJCC intends to host meetings at a central location in the state.

9. Q: When should I upload my ALICE data?

A: You will submit the quarterly reports at the end of each quarter. The report will be due 30 days after the end of each reporting period. \*See below.

Quarter	Reporting Period	Due Date
Quarter 1	July 1 - September 30	<b>October 30</b>
Quarter 2	October 1 - December 31	<b>January 30</b>
Quarter 3	January 1 - March 31	<b>April 30</b>
Quarter 4	April 1 - June 30	<b>July 30</b>

10. Q: Which trainings have been approved to count towards the training hours required by the certification standards?

A: According to the state’s certification standards for domestic violence programs funded by CJCC:

Standard 21; Practice 21.1-- As a minimum, 34 hours of job related family violence training is required for direct service staff during the first year of employment, to include universal health precautions and CPR. ***Compliance may include agency trainings, computer-based training, webinars, CJCC sponsored or approved trainings, as well as other state and federal agency trainings related to domestic violence.***

Standard 21; Practice 21.2 -- Thereafter, all direct service staff will have a minimum of 15 hours of training for full-time staff and 10 hours of training for part-time staff annually. ***Compliance may include agency trainings, computer-based training, webinars, CJCC sponsored or approved trainings, as well as other state and federal agency trainings related to domestic violence.***

In accordance with these standards, the following is CJCC’s process for approving trainings that can be counted towards the annual Continuing Education Units (CEUs) for State-Certified Domestic Violence Shelter Programs:

- The agency/organization will submit to CJCC in writing a request regarding a training that the agency/organization would like to have count towards the annual CEUs.
- CJCC will contact the agency/organization to discuss the training and the request.
- The agency/organization, prior to the provision of the training, will submit *all* training materials (this includes any announcements, handouts, presentations, etc.) to CJCC for review and CEU approval.
- CJCC will review all training materials and will make a determination as to whether the training has been approved for CEUs (including the number of training hours). CJCC will notify the agency/organization of the approval.
- Once approved, the agency/organization may inform the state-certified domestic violence programs about the training and the provision of CEUs.

11. Q: What do we do if our accounting report does not capture the employer FICA and workers compensation we pay on behalf of the employee?

A: If the accounting system does not capture the employer FICA and workers compensation that is paid on behalf of the employee, please contact your grants specialist for guidance.

12. Q: What is the submission due date for the award agreement?

A: 45 days after receipt of the agreement, September 15th.

13. Q: Once we get our FVPSA award, will we have to fill out the Vendor management form again, and all the other forms (i.e. budget) that were submitted with the state awards?

A: The vendor management form and W-9 will not need to be resubmitted if the information has not changed, and the agency would like the funds to be deposited into the same bank account.

14. Q: Will we still get the 30 day grace period to submit our quarterly reports and the other performance deliverables?

A: Performance Reporting is due 30 days after the end of each quarter. \*See below.

Quarter	Reporting Period	Due Date
Quarter 1	July 1 - September 30	October 30

Quarter 2	October 1 - December 31	<b>January 30</b>
Quarter 3	January 1 - March 31	<b>April 30</b>
Quarter 4	April 1 - June 30	<b>July 30</b>

15. Q: What are ECOA codes and what happens if they are not listed on the budget categories?

A: ECOA stands for Expenditure Chart of Accounts. ECOAs are six digit numeric codes used to classify expenditures by nature (e.g., student hourly pay, office supplies, and postage). Please choose the code that best fits the expenditure.

16. Q: How detailed do the explanations for the SARs need to be?

A: The purpose of the SAR is to make a change to the overall budget. Please include as much information as possible for CJCC to make decisions on whether to approve or deny the request.

17. Q: What category should background checks fall under?

A: For the budget detail worksheet, background checks should be placed under the *other* category.

18. Q: Do brochures that are purchased with other fund sources have to have the CJCC logo and wording printed on them?

A: No, only new printed materials will need to include that CJCC logo and wording. Please utilize past brochures and printed materials to be good stewards of resources.

19. Q: If the agency outreach office is in a different location than the shelter, but the office is used to see clients, can we include the utilities in the budget for the outreach office?

A: Yes.

20. Q: In the past, a portion of the Audit could be covered by GOCF, is this allowed on the new CJCC state grant?

A: Yes.

21. Q: Is 10% of the budget still required to be budgeted for client assistance?

A: Yes, 10% of the State and FVPSA awards should be budgeted for client assistance. This amount can be met by using other fund sources and in-kind donations.

22. Q: How should we break out client assistance in the budget? Where will client assistance be placed in the budget?

A: Please break out the types of client assistance as much as possible. We understand that client assistance is given on an emergency basis. Your assigned grants specialist will work to be as flexible as possible with this category. Client assistance will be placed in the *other* category.

23. Q: Can you give more clarity for Special Condition #26.

A: This is a CJCC policy and is based on best practice. Again, we understand that you are delivering victim services in emergency situations. Your grants specialist will work with you on a case by case basis, if an emergency change is requested. The agency will still be asked to justify the change and it will ultimately be CJCC's decision to approve or deny the request.

24. Q: Will bookkeeping expenses will be allowable?

A: Yes.

25. Q: Will we need to submit a SAR to move funds out of the personnel category listed on the award?

A: Yes. Please complete a SAR that is included in the award packet. You will also submit a CJCC Detailed Budget Worksheet with the award.

26. Q: Are we required to utilize Cogent for background checks?

A: Yes, this is a DHS requirement.

27. Q: Who may sign the SAR?

A: The financial officer or project director. Please contact your assigned grants specialist with any questions.

28. Q: Where can we find the DV/SA FY15 Informational Session?

A: A link will be emailed to each sub grantee after the afternoon webinar on 8/12/14.

29. Q: How will we submit our quarterly ALICE report?

A: You will submit these reports just as you did when reporting to GOCF.

30. Q: When is the award and supporting documentation due to CJCC?

A: It is our hope that you can submit the award and documentation by September 15, 2014. You may mail the award to the attention of your assigned grants specialist, or you can hand deliver the award to the CJCC office.

31. Q: Due to the fluctuation of our part-time staff, is it possible to lump part-time staff total budget together?

A: Yes, you may lump part-time staff in one line item. We ask that you place the name of each part-time staff in the budget summary. Your grants specialist will work with you as the grant year progresses.

32. Q: Are the SER reporting forms available on the CJCC website?

A: Yes. You will select the following from the website: 1) Grants, 2) Forms and Publications, 3) Financial Documents to get the DV/SA SER Forms.

33. Q: Can we fluctuate the dates that we report expenditures during the Grant Award Year?

A: Yes, please report the expenditures when it is convenient to you.

34. Q: Will we need a new contract for this award, if we already have a current contract with the contractor on another CJCC award?

A: Yes, please submit a new contract because this is a separate award from CJCC.