



2016 VOCA Continuation & Competitive Request for Applications Frequently Asked Questions (FAQs)

Question 1: With regards to the Outcome Performance Measures (OPM) report, as a sexual assault center (SAC), should we only be using the SAC survey if we also provide counseling to our clients? Or should we use both the SAC survey and the counseling survey?

Answer 1: Yes, your agency should utilize both surveys if your agency is providing both sexual assault and counseling services as these surveys are designed to gather specific information pertaining to each service type. This rule would apply to any dual program. *For example: A Sexual Assault Center and Child Advocacy Center.*

Question 2: We received two new grant awards in addition to our continuation funding. All the awards were combined into one single grant award. Does that mean that we should report everything in one subgrant expenditure report (SER) and submit one budget for all three awards?

Answer 2: Yes, if your agency was granted a single award you will be required to submit one budget for that award, and will only be subject to completing one SER per month, or per quarter, depending on the frequency of expenditure reports selected by your agency in the "Reimbursement Selection Form" which was included in your award package. If you have two separate awards, you must submit two separate budgets and submit two separate SERs.

Question 3: What is the CFDA number for the VOCA grant program?

Answer 3: 16.575

Question 4: Would you elaborate on what is considered 'Complete Financial Statements'? Can we send in a copy our agency's last audit?

Answer 4: Complete financial statements is referring to your agency's most recently compiled Balance Sheet, Income Statement, and Statement of Cash Flows. A copy of your agency's last audit will suffice.

Question 5: When are site visits scheduled? Is every grant recipient subject to a site visit?

Answer 5: Every grant recipient is subject to a desk review or on-site visit at some point during the four year grant cycle; regardless of whether or not the sub-grantee is in good standing. These compliance monitoring activities may be scheduled at the discretion of the grants specialist assigned to the grant recipient which, in most circumstances, will be notified at least two weeks before the visit takes place.

Question 6: Do all staff funded by VOCA have to take the victims compensation training every year?

Answer 6: Yes, all staff members funded through the VOCA grant program is subject to this training requirement, as well as the supervisor responsible for managing any staff members funded through the VOCA grant program.

Question 7: If staff attended the Victims Compensation Training during the grant cycle that just ended, do they need to attend it again during the new project year?

Answer 7: Your VOCA funded staff, and their managers/supervisors, are required to attend and complete the Victims Compensation Training once every four year grant cycle. If your staff attended, or plans to attend, a Victims Compensation Training between October 1, 2013 and September 31, 2017 they will satisfy the Victims Compensation Training requirement for this current grant cycle. The next four year grant cycle will begin October 1, 2017 and end September 31, 2021 during which your staff will be required to attend and successfully complete the Victims Compensation Training again.

Question 8: Are the Victims Compensation Trainings offered online, or only in-person?

Answer 8: Currently, the Victims Compensation Trainings are only offered in person. However, this option may be available in the future.

Question 9: With regard to Victims Compensation Training, do we need to complete Part 1 and Part 2? Can they be completed in one day or do you have to do Part 1 and then do Part 2 another day?

Answer 9: Both Part 1: *Victims Compensation 101* and Part 2: *Advanced Victims Compensation* are offered during the same day. Part 1 is from 9:00AM to 1:00PM and Part 2 is offered 2:00PM to 4:00PM. You are only required to complete Part 1. However, we strongly encourage you to complete Part 2 if your schedule permits you to do so.

Question 10: What is the purpose of special condition # 56 requesting all sub-grantees to submit board minutes with every SER. Normally we have these available during site visits?

Answer 10: The purpose of this condition is to ensure and provide the following:

- Encourage and confirm the Board of Directors oversight over an organization's administrative and programmatic activities.
- Give the Criminal Justice Coordinating Council's (CJCC) staff insight into new initiatives and developments within your agency's program(s) and the community it serves.
- Assist CJCC staff in meeting its obligation to monitor and provide adequate oversight over the federal grant funds passed down by the U.S. Department of Justice, Office for Victims of Crime.

Question 11: Is Special Condition #56 applicable to state and local governments, or non-profits only?

Answer 11: Special condition #56 is applicable only to non-profit agencies only.

Question 12: Are the special conditions signed by Project Director and not the agency's President/CEO?

Answer 12: The special conditions should be read, understood, and agreed to by the Project Director. The Project Director should initial next to each special condition confirming that they will be responsible for ensuring that the program adheres to the conditions of the VOCA Grant Program administered by CJCC. The President/CEO, or the Authorized Official, should also read, understand, and agree to the conditions of the grant and is required to sign and date on the last page of the special conditions document.

Question 13: The funding we applied for was to convert our employees from part-time to full-time. Will we be able to apply for continuation funding to sustain these positions or should we be prepared for the funding to go away after one year?

Answer 13: CJCC has allocated enough funding to sustain all current awards for this grant year (October 1, 2016 through September 31, 2017) and two subsequent continuation grant years.

Question 14: If we sent in a federal match waiver with the original online application, do we have to send again?

Answer 14: Send it again, because the award amounts may be different than what was applied for - especially if you have a continuation and competitive grant.

Question 15: Is the EEOP threshold \$750,000 or \$500,000?

Answer 15: The EEOP threshold is currently \$500,000. [Click for more questions and answers regarding the EEOP requirement.](#)

Question 16: Can the Project Director and Authorized Official be the same person?

Answer 16: No, these positions must be filled by two different individuals.

Question 17: Can a request be made for a higher rate than \$12 per hour for volunteer hours?

Answer 17: Yes, you may request a higher rate for a volunteer through the submission of a Subgrant Adjustment Request and support documentation justifying the proposed increased rate. Examples of support documentation include, but are not limited to, a resumes, proof of license, and invoices documenting previous rates charged by the individual agreeing to volunteer services/time to your agency's program.