

## VOCA Frequently Asked Questions (FAQs)

1. When awards are made, is it a yes or no answer or may partial funding of the request be granted?
  - A. Partial funding may be available depending on the proposal. For example, if an unallowable cost is requested in an application's budget, the award may reduce the award amount by the amount of the unallowable budget item.
  
2. Have the proposed changes to the federal regulations/rules been incorporated into the current grant?
  - A. The new VOCA Final Rule is now effective for all FY16 VOCA subawards and forward. The text may be found at:  
<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>.
  
3. How do we apply for new services that may be funded under the new VOCA Rule?
  - A. The new VOCA Final Rule is in full effect. Therefore, agencies may now apply for the new services that fall under the Rule.
  
4. I would like to learn more about what evidence-based practices are being used, especially for Legal Advocacy Programs.
  - A. Applicants must carry out their own research in support of current, evidence-based practices. The use of evidence based practices is strongly *encouraged*.
  
5. Can the agency submit applications for projects currently in effect, with required modifications to the present situation? Is there any limit on the number of projects agencies should apply for? Can an agency submit more than one application for different projects?
  - A. Applicants have the option of formulating new proposals for funding, as well as enhancing existing programs. There are no limits on the number of projects or applications that can be submitted by any single applicant. An applicant may submit multiple applications for different projects or include multiple projects in one application

6. Given the increase in anticipated funding, can an agency fold in additional victim services into a single application, or submit separate applications for distinct projects (legal advocacy, shelter services, community education, etc.)?

Applicants have the option of formulating new proposals for funding, as well as enhancing existing programs. There are no limits on the number of projects or applications that can be submitted by any single applicant. An applicant may submit multiple applications for different projects or include multiple projects in one application

7. My organization serves three separate counties. I would like to know if we must submit an application for each individual county or if we can submit one grant application? I would like clarification on the budget – is the \$300,000 limit for our total program, or do we have a \$300,000 limit per county that we serve?

A. This is a decision the applicant must make. An applicant may submit one application to cover the three counties, but will be limited to the \$300,000 maximum grant award amount. Or an applicant may submit three separate applications for three separate county projects at up to \$300,000 per project.

8. What is the required match?

A. The VOCA guidelines require that all applicants provide 20% matching funds for the “total project.” The match can be calculated in the following manner:

$$\frac{\text{Federal Funds Requested}}{\text{Federal Percentage}} = \text{Total Project Cost}$$
$$\text{Total Project Cost} \times \text{Match Percentage} = \text{Required Match Amount}$$

Example:

\$300,000 (federal funds requested)

$\$300,000 \div 80\% = \$375,000$  (Total project cost)

$\$375,000 \times 20\% = \$75,000$  (Required Match)

9. Please clarify the calculation for the 10% de minimis ICR on the Indirect Cost fact sheet, specifically the section where it says, “The 10% de minimis ICR is applied to MTDC, which excludes the portion of each sub-award in excess of \$25,000”. If we do not have a negotiated federal rate, does this mean there is a “cap” of \$2,500 (10% of \$25,000) that we can ask for on the Indirect Cost line?

A. The 10% de minimis ICR is applied to Modified Total Direct Costs (MTDC), which is defined per 2 C.F.R. § 200.68 as: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

10. Can match exceed the grant funds in each line item? Also, what if there is no budgeted grant money for each line item?

A. Yes, the match requirement can be met via any of the approved budget categories and allowable items. There does not need to be a 1:1 correlation in federal budget line items and match line items.

11. I am working on the VOCA grant for Providence House. Our main contract is with the NJ Department of Children and Families. Can we use that as Match?

A. Other sources of federal funds cannot be used as match.

12. Please review the waiver for the matching fund requirement.

A. The Office of the Attorney General will review all match waiver requests submitted with the application packages. If it is determined that extraordinary need for the waiver is demonstrated, the Office of the Attorney General will send a letter to the OVC Director requesting a waiver for the match. The letter will include the names and subgrant numbers for each organization requesting a match waiver and a justification as to why the waiver is needed.

Applicants, however, must include the full required match in the budget, and if the waiver request is approved, the budget will be modified.

13. Please review the volunteer requirement and waiver process.

A. Applicants are required to certify that their agency uses volunteers as a condition of receiving VOCA funds. Subrecipient organizations must use volunteers unless it is determined that there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

If an applicant requests a waiver of the volunteer requirement, a Volunteer Waiver Form must be completed detailing the compelling reason why the use of volunteers is unfeasible for the agency, including written documentation of its efforts to recruit and maintain volunteers or of the circumstances that prohibit the use of volunteers.

14. How do I determine the value of volunteer time?

A. The New Jersey (2016) estimated value of volunteer time is \$27.46 per hour. However, for professional services (e.g. volunteer attorney) the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program, but if the similar work is not

performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes.

15. If the project depends on volunteers, necessitating recruitment and training to build up the volunteer base, can the salary of the volunteer recruiter be applied to the grant, as well as the case supervisor who will be oversee the volunteers when they provide court advocacy for abused and neglected children?

A. Yes however, only for the portion of time spent recruiting and supervising volunteers specific for the program which you are seeking funding.

16. Can staff be in the process of receiving 40-hour domestic violence (DV) Training and still be permitted to apply for FY17 VOCA grant program?

A. Answer under review.

17. Must my staff have the 40-hour DV or SA training if our agency is not a designated as a domestic violence or sexual assault agency?

A. Answer under review.

18. Can grant funds be used for out-of-state travel to conferences related to the grant-funded project?

Pursuant to 28 CFR Section 94.121, Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff (both VOCA-funded and match funded) are allowable.

19. Are immigration legal services provided to immigrant victims of crime covered by this grant?

Victim eligibility under this program for direct services is not dependent on the victim's immigration status. The text of the provision regarding legal assistance in the VOCA Final Rule (28 CFR Section 94.119) is below:

*Legal assistance*—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

- Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such

a proceeding;

- Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
- Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

20. Are public awareness activities and community education presentations to the target populations permitted?

- A. VOCA funds may be used to support public awareness campaigns and education presentations that are made in schools, community centers, and/or other public forums that are designed to inform crime victims of specific rights and services, and provide or refer them to services and assistance. Activities and costs related to such presentations including, but not limited to, presentation materials, brochures, newspaper notices, and public service announcements, can be supported by VOCA funds.

21. If we provide direct transportation for clients (with our own agency vehicles) are we locked into .31 cents a mile, or are we allowed to ask for actual cost of transport?

- A. Applicants are required to use the State .31 per mile reimbursement rate.

22. May I use Victim Aid funds to help a victim pay for rent or utilities?

Relocation assistance is allowable subject to any restrictions on amount, length of time, and eligible crimes, set by the New Jersey Department of Law & Public Safety. Eligible costs may include, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

23. DEPRECIATION: We own our building and do not pay rent; can we take the project's share of depreciation, based on its proportionate share of the buildings square footage? I believe Depreciation is included as an allowed cost in CFR 200, section 200.436

- A. Answer under review.

24. TRANSPORTATION: We own our own vehicles to provide client transportation for other state agency contracts. We also provide transportation to VOCA clients when they have no other means to get to our office for their counseling sessions. We employ drivers

to pick the clients up at their home, bring them to our office and, after their session, return them home. Our drivers are paid by the hour and records are kept of their transports. Can we include the wages for these transports in Salaries for this grant?

A. Yes, these costs are allowed.

25. Is it acceptable to purchase miscellaneous office supplies if our agency does not know exactly what it will need to purchase?

A. No, the budget detail worksheet and narrative require you to indicate specific items that are necessary to the success of the program and explain why those items are necessary in meeting the goals and objectives.

26. It appears that the audit requirements are different than grant cycle year; specifically, “a financial statement audit or program-specific audit” is required when State financial assistance (which now includes federal pass-through funds) of \$100K or more is expended by the applicant. Last year, our agency did not meet threshold for an audit because we were not required to include federal pass-through funds, but now, this year, we do as we expended \$125K total (and just over \$100K of which includes state and fed pass through funds).

A. Subrecipients must comply with the following State and federal audit requirements outlined in OMB Circular 15-08-OMB (*available at [http://www.state.nj.us/infobank/circular/cir1508\\_omb.pdf](http://www.state.nj.us/infobank/circular/cir1508_omb.pdf)*) and 2 CFR 200:

- A Subrecipient that expends \$750,000 or more in federal financial assistance or \$750,000 or more in state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year.
- A Subrecipient that expends less than \$750,000 in federal or state financial assistance during its fiscal year, but expends \$100,000 or more in state and/or federal financial assistance (combined amount) during its fiscal year, must have either a financial statement audit conducted in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit conducted for that year.

27. Do we still need to have an audit if we don't meet the \$750,000 of expenditures required by the Federal Government?

A. Subrecipients must comply with the following State and federal audit requirements outlined in OMB Circular 15-08-OMB (*available at [http://www.state.nj.us/infobank/circular/cir1508\\_omb.pdf](http://www.state.nj.us/infobank/circular/cir1508_omb.pdf)*) and 2 CFR 200:

- A Subrecipient that expends \$750,000 or more in federal financial assistance or \$750,000 or more in state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year.

- A Subrecipient that expends less than \$750,000 in federal or state financial assistance during its fiscal year, but expends \$100,000 or more in state and/or federal financial assistance (combined amount) during its fiscal year, must have either a financial statement audit conducted in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit conducted for that year.

28. If we are now required to have this audit, there will not be enough time to do this before the grant deadline, so is there an extension available to get this audit done, or can we hold off until we are notified of the award?

A. Subrecipients must comply with the following State and federal audit requirements outlined in OMB Circular 15-08-OMB (*available at [http://www.state.nj.us/infobank/circular/cir1508\\_omb.pdf](http://www.state.nj.us/infobank/circular/cir1508_omb.pdf)*) and 2 CFR 200:

- A Subrecipient that expends \$750,000 or more in federal financial assistance or \$750,000 or more in state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year.
- A Subrecipient that expends less than \$750,000 in federal or state financial assistance during its fiscal year, but expends \$100,000 or more in state and/or federal financial assistance (combined amount) during its fiscal year, must have either a financial statement audit conducted in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit conducted for that year.

Federal Single Audit and Program Specific Audit reports are due 30 days after receipt from the auditor or 9 months after the end of the fiscal year, whichever is sooner. For example, for fiscal years ending 12/31/2015, audits were due no later than 9/30/2016. For fiscal years ending 6/30/2015, audits were due no later than 3/31/2016.

29. Can we include the costs of the audit in Indirect Costs in our grant application this year, as this expense is prohibitive for a small agency like ours?

There are no specific line items listed for the indirect cost category; only the calculation of your total direct cost base multiplied by your indirect cost rate. Indirect costs can only be calculated based on your federally approved indirect cost rate. If you do not have, and have never had, a federally approved indirect cost rate, then your indirect costs can be calculated using the de minimis rate, following the requirements of such.

Also, please review 2 C.F.R. §200.425 “Audit services” which states that:

*(a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of*

*1996 (31 U.S.C. 7501-7507), as implemented by requirements of this part, are allowable. However, the following audit costs are unallowable:*

...

*(2) Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F—Audit Requirements of this part because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.*

Therefore, the only “audit costs” that can be paid for using Federal funds are those costs incurred for Federal single audits or program-specific audits that are conducted to ensure compliance with the Federal Single Audit Act because the agency expends more than \$750,000 in Federal funds during their fiscal year.

Furthermore, if you are listing your audit costs as a direct cost, i.e., including it in your budget under purchase of services, the costs have to be prorated among an agency’s multiple grant programs.

30. Am I limited in the percentage of time I can charge to the grant for the Executive Director position?
- A. You may only charge for those expenses incurred by the Executive Director when he or she is providing direct services to crime victims OR when directly supervising direct service providers on the VOCA-funded project.
31. Can funds from the upcoming VOCA grant can be allocated toward further professional training for grant-funded staff on treatment for victims and survivors of sexual abuse.
- A. Training exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training is an allowable expense.
32. In the Application Overview form, if we have never received a VOCA grant for a certain county program, should this field be checked off as “new”? Our “project” is not new in terms of existence, so we’re not sure if this program is considered “continuing.”
- A. No, the program would not be considered new.
33. Are we required to have an MOU with the Prosecutor’s office? Per the written guidelines, we acquired a project-specific letter of support from the Prosecutor’s office, but at the technical assistance somebody said we need to have an MOU. Is the MOU mandatory? If



not mandatory, does it affect the score differently than a letter of support?

- A. An MOU is not required. At least three letters of support for the specific project are required to be submitted with the application; and applicants are encouraged to have one letter of support from the County Prosecutor's Office of Victim Witness Advocacy.

34. Is the table of contents mandatory? It's not in the written guidelines, but was mentioned at the technical assistance.

- A. A table of contents is not mandatory.

**VOCA Training Session  
Camden - Rutgers  
6/22/17 - 6:30 PM**

Questions and Answers

Question 1: How many copies of the application must be provided?

Answer: Three (3) copies of the application must be provided.

Question 2: Is it important to be specific in describing the "crime" victims you are servicing?

According to the Program Guidelines, applicants must identify the specific issue(s), target population and geographic area the proposed project will address. Describe the characteristics and needs of the target population, the local conditions and needs, the existing services, and the gaps and/or barriers in services. Include current statistics and relevant facts to substantiate the selection and need of the proposed project.

Question 3: Can you provide an example of in-kind services that can be used for match purposes?

Answer: In kind services can include items such as volunteer time, salary and fringe of employees working on the project but not being paid with federal funds and donated equipment, etc. All project related costs, whether federally funded or match must be allowable under the VOCA Final Rule and 2 CFR 200.

Question 4: Can the 20% match requirement be all in-kind?

Answer: Yes.

Question 5: Relating to match requirements, if our Agency plans to use the donated time of attorneys as match, are we constrained by the volunteer hourly average? Or may we now use the market rate?

Answer: You may claim the fair market value rate of these services under Match. Although the 2016 hourly rate for volunteer time is \$27.46, the value of volunteered professional services shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program. If similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market.

Question 6: Previously, legal fees relating to divorce costs were unallowable. Has that changed? Are civil legal matters allowable?

Answer: The text of the provision in the VOCA Final Rule is below:

*Legal assistance*—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

- 1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;
- 2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
- 3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

Question 7: Relating to Indirect Costs – what is included if using the 10% de minimis?

Answer: The 10% de minimis ICR is applied to Modified Total Direct Costs (MTDC), which is defined per 2 C.F.R. § 200.68 as: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

Question 8: Regarding direct services to victims, can applicants provide counseling and support services?

Answer:

Pursuant to 28 CFR § 94.119 the following are allowable costs:

(c) Mental health counseling and care—Mental health counseling and care, including, but not limited to, out-patient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;

(d) Peer-support—Peer-support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;

Question 9: Is there a waiver for the use of volunteers?

Answer: A waiver is possible however, the applicant must demonstrate what efforts were made to recruit and maintain volunteers, or otherwise demonstrate why circumstances prohibit the use of volunteers.

Question 10: Can the 20% match requirement be a mix of services?

Answer: Yes.

Question 11: When are grantees expected to be notified they have received an award?

Answer: According to the NOAF for this program, awards are expected to be made on or about December 1, 2017.

Question 12: If notices are made after the grant period starts is there a way to extend the grant?

Answer: The start and end dates of the subawards are non-negotiable.

Question 13: How flexible is the budget?

Answer: Subrecipients will receive a copy of their approved budget with their award documents. Any changes to the approved budget must first be approved. To request a budget revision, subrecipients are required to submit a written explanation (Justification Letter) and a Grant Adjustment Request Form (GARF).

Question 14: How much of the budget can be modified after the grant starts?

Answer: You must report deviations from the approved budget and receive prior written approvals for budget revisions and modifications in excess of one (1) percent of the total award amount. To request a budget revision, you are required to submit a written explanation (Justification Letter) and a Grant Adjustment Request Form (GARF).

Question 15: Will the video presentation be available on-line?

Answer: Yes

Question 16: How many programs will receive funding?

Answer: It depends on the amount of eligible applicants, the quality of the applications received, the amount of funding requested, and the amount of available funding.

Question 17: If working with another agency, can both agencies apply for funding?

Answer: Yes, however, each agency must apply separately, and each agency should submit a Memorandum of Understanding, (MOU) or Affiliation Agreement with the application.

Question 18: How much funding is available for these programs?

Answer: It is anticipated that \$36,000,000 will support the VOCA VAG program, which runs from January 1, 2018 through August 31, 2019.

Question 19: Is funding allowed for victims that are immigrants? UVISA? etc.

Answer: Victim eligibility under this program for direct services is not dependent on the victim's immigration status.

Question 20: What is allowable for public awareness?

Answer: VOCA funds may be used to support public awareness campaigns and education presentations that are made in schools, community centers, and/or other public forums that are designed to inform crime victims of specific rights and services and provide or refer them to services and assistance. Activities and costs related to such presentations including, but not limited to, presentation materials, brochures, newspaper notices, and public service announcements, can be supported by VOCA funds.

Question 21: Is a Public Service Announcement allowable?

Answer: Under the Public Awareness provision in the VOCA Final Rule, public service announcements (PSAs) are allowable so long as they are designed to inform crime victims of specific rights and services and provide victims with, or refer to them to, services and assistance.

Question 22: Is Transitional Housing allowable?

Answer:

Transitional housing for victims is allowable subject to restrictions on amount, length of time and eligible crimes, set by the New Jersey Department of Law & Public Safety. Transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.

Question 23: Are there any other helpful links besides those listed on Page 70 in the presentation?

Answer: We have provided a list of helpful links, but it is non-exhaustive. There are numerous general grant resources available, many can be found by conducting a simple internet search.

Question 24: Is relocation assistance allowable? Is two to three months allowable?

Answer: Relocation assistance is allowable, subject to any restrictions on amount, length of time, and eligible crimes, set by the New Jersey Department of Law & Public Safety. Eligible costs may include, but are not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

Question 25: Can we relocate a male juvenile being recruited into a gang?

Answer: The State of New Jersey, Department of Law & Public Safety is seeking further clarification from our federal partners.

Question 26: Is any funding available for prevention?

Answer:

The State of New Jersey, Department of Law & Public Safety is seeking further clarification from our federal partners.

Question 27: Is 501c 3 status required?

Answer: No. Applicants need only be registered as a non-profit in New Jersey. Below are some of the ways you may demonstrate nonprofit status:

- submission of proof of 501(c)(3) status from the Internal Revenue Service;
- submission of a statement from the State taxing authority or Department of Treasury, Division of Revenues, or other similar official certifying that the organization is a nonprofit operating within the State (organized under N.J.S.A. 15A1:-1 et seq.), and that no part of its net earnings may lawfully benefit any private shareholder or individual;
- submission of a certified copy of the applicant's certificate of incorporation or similar document;
- submission of any item above, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Question 30: Is only one application allowed per agency?

Answer: No. Agencies may submit more than one application if they seek funding for more than one project.

**Newark – Rutgers University**  
**6/29/17 - 2:30 PM**

Questions and Answers

1. We have a psychiatrist on staff, what are the limits on the type of services they may provide?
  - A.** The psychiatrist may provide mental health counseling and care, including, but not limited to, out-patient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.

**VOCA Training Session**  
**Trenton – Thomas Edison University**  
**7/6/17 - 6:30 PM**

Questions and Answers

1. Why is the grant period for 20 Months?
  - A.** The grant period is 20 months due to the end date of the FFY16 VOCA federal grant program, which is September 30, 2019. A month buffer between our Subrecipients' grant end date and the federal end date is necessary to ensure all reports are submitted to the Office for Victims of Crime and all grant funding is expended prior to September 30, 2019.
2. When the next funding round starts will there be a four month extension on this grant first?
  - A.** Contingent upon the availability of federal funding, the State will ensure that the next VOCA VAG grant period will begin on September 1, 2019 to ensure there are no breaks in services. As noted above, no extensions will be allowed on this cycle of VOCA funding due to the federal grant's end date.
3. Indirect Cost – confused with the current FAQ – I can use 10% or up to \$25,000 (25,000 being the max)?
  - A.** There is no maximum on the Indirect Cost category. The reference to the \$25,000 is in cases where the recipient (in this case the non-profit victim service

provider) further subawards their funding out to other entities.

The 10% de minimis ICR is applied to Modified Total Direct Costs (MTDC), which is defined per 2 C.F.R. § 200.68 as: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000

4. How are the funds dispersed?

A. Funding is disbursed on a reimbursement basis. The subrecipient is required to submit quarterly Detailed Cost Statements (DCSs). Two copies of each DCS report, with original signatures, must be submitted to the DCJ within fifteen (15) calendar days of the end of each quarter. For each funding request, a separate State of New Jersey Payment Voucher must be submitted. All subrecipients must provide supporting source documentation (e.g. invoices, hotel receipts, timesheets, payroll records, purchase orders) with their reimbursement requests. Costs lacking sufficient support may not be reimbursed.

5. In the budget should the amount of salary in the federal column and the amount in the match column have the supporting fringe in the same columns?

A. No. It is a requirement to include fringe for the percentage of time allocated to the project (salary devoted to the project x fringe rate) however, the applicant has the flexibility to have the fringe paid for with federal funds, or included as part of the match requirement; or any combination of the two.

6. Are all staff allowed to be budgeted? Administrative staff? Are administrative tasks like data (collection or reporting) allowed?

A. Yes, so long as the staff member is working directly on the project. The applicant would need to indicate how much time the staffer will spend on the project. For example, if a bookkeeper is responsible for collecting and reporting on data for all your grants, but only spends 25% of her time on this VOCA VAG project, you should only allocate 25% of her salary and fringe on the budget detail worksheet.

Additionally, the costs of administrative time spent on activities such as completing VOCA-required time and attendance sheets, programmatic documentation, reports, and statistics are allowable. The following are also allowed for reimbursement: collecting and maintaining crime victims' records, conducting victim satisfaction surveys and needs assessments, and funding the prorated share of audit costs.

7. Incarcerated Victims – Who would be eligible?

A. Any incarcerated individual who has been victimized.

8. How much funding will be available?

- A. You may apply for up to \$300,000 for each project/application you submit.
9. Will the funds be distributed evenly throughout the State?  
A. Funds are awarded on a competitive basis. Applications are reviewed and ranked based on the scoring criteria provided. However, the State can take into consideration geographic locations of projects to ensure there is adequate statewide coverage for crime victim services.
10. How many projects were funded the first time?  
A. The 2015 VOCA VAG program funded 99 projects in total.
11. Is there a minimum an agency can ask for?  
A. No, each agency must determine what amount, up to \$300,000, is required for the success of the proposed project.
12. Would a project be a continuing project if the project has been around for years but it's the first time the agency is seeking VOCA funding for it?  
A. No, it would be a new project, as it is new to our Department.
13. Can vehicles be purchased?  
A. The cost of leasing or purchasing a vehicle is allowable so long as it is essential to the provision of direct services to crime victims. If the vehicle will not be 100% dedicated to the VOCA VAG project, the grant may only cover the percentage of the cost that is equal to the percentage of time the vehicle will be used for the project.
- Also, please be mindful that all equipment must be purchased, used and disposed of pursuant to all applicable federal requirements found in the DOJ Financial Guide and 2 CFR 200.
14. If my agency is applying for six (6) projects are we limited to the amount we can request in each application?  
A. Each application would be limited to the \$300,000 per project limit.
15. If we have an existing project that is currently being funded can we expand/enhance the project with these funds.  
A. Yes, you may request to expand upon or enhance an existing project.
16. Can we budget for the cost of developing a training program?  
A. No, the costs of developing training programs are not allowable.
17. There is no charge to victims? No sliding scale?  
A. All services must be provided to crime victims free of charge.
18. If someone shows up stating they are a victim should you just hand out services without knowing for sure if they are a victim of a crime?



A. Answer under review.

19. Is the Budget Narrative just a regurgitation of the Budget Detail Form?

A. No, the budget narrative should thoroughly describe every category of expense listed in the Budget Detail Worksheet. The narrative should explain how costs were estimated and calculated, as well as why those costs are necessary for the completion and success of the proposed project.

20. If you are partnering with another agency, should/could both agencies apply for the funding?

A. Yes, however, each agency must apply separately, and each agency should submit a Memorandum of Understanding, (MOU) or Affiliation Agreement with the application.

21. In regards to Transitional Housing what are the feds allowing?

A. Transitional housing for victims is allowable subject to restrictions on amount, length of time and eligible crimes, set by the New Jersey Department of Law & Public Safety. Transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.

22. We are allowed only one application per project?

A. Agencies may submit more than one application if they seek funding for more than one project.

**VOCA Training Session  
Vineland – Cumberland County College  
7/13/17 - 2:30 PM**

Questions and Answers

1. May part of our programming for child victims of abuse and neglect be to help them reach educational goals? For example, educational enrichment programs through colleges and other venues, life skills training and enhanced case management?

A. Under the VOCA Final Rules, programs that help manage the practical problems

created by the victimization, in this case, being displaced from the home due to parental abuse and neglect, are allowable. Additionally, identification of resources for the victim, case management, and the provision of information, referrals, advocacy and follow-up contact for continued services are all allowable.

2. May we update our case management system or other software programs?

**A.** Automated systems and technology that support the delivery of direct services to victims (e.g. automated information and referral systems, email systems that allow communications among victim service providers, automated case tracking and management systems, smartphones, computer equipment, and victim notification systems) are allowable. Please refer to 28 CFR §94.119(e) *Automated systems and technology* in the VOCA Final Rule, which outlines allowable costs for activities supporting direct services.

3. Why must we overmatch for fringe benefits? Why must we show corresponding fringe for every position on the budget? Could there be another column to represent non-federal and non-match funds? Or may we submit a certification that our agency provides its staff with fringe benefits?

**A.** There is no overmatch requirement; only a 20% match requirement. The budget is used to show the cost of the success of the program. The cost of a person's time working on the grant includes that person's salary and fringe benefits. The fringe can be paid for with federal funds; it does not have to be match.

4. When will we know if we are funded?

**A.** According to the NOAF for this program, awards are expected to be made on or about December 1, 2017.

5. Will the Current VOCA VAG grants be extended?

The start and end dates of the subawards are non-negotiable.

6. May we get contact information in case we need additional information?

**A.** You may email [DCJgrants@njdcj.org](mailto:DCJgrants@njdcj.org).

7. Must the application be into you by September 15<sup>th</sup> or postmarked by September 15<sup>th</sup>?

**A.** If you are mailing your application, it must be postmarked September 15<sup>th</sup> at the latest. If you are hand delivering your application, it must be delivered to our office by September 15<sup>th</sup>.

8. Are there limits on salary?

**A.** Per 2 CFR §200.430, Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees:

(1) Is reasonable for the services rendered and conforms to the established written policy of the non-Federal entity consistently applied to both Federal and non-Federal activities;

(2) Follows an appointment made in accordance with a non-Federal entity's laws and/or rules or written policies and meets the requirements of Federal statute, where applicable; and

(3) For Nonprofit organizations. For compensation to members of nonprofit organizations, trustees, directors, associates, officers, or the immediate families thereof, determination must be made that such compensation is reasonable for the actual personal services rendered rather than a distribution of earnings in excess of costs. This may include directors and executive committee member's fees, incentive awards, allowances for off-site pay, incentive pay, location allowances, hardship pay, and cost-of-living differentials.

9. What is the total pot of funding for this program?  
**A.** It is anticipated that \$36,000,000 will support the VOCA VAG program, which runs from January 1, 2018 through August 31, 2019.
10. Is this a continuation grant of the current VOCA VAG awards?  
**A.** No, this is a new cycle of competitive grant funding for the VOCA VAG program.
11. Is the agency constrained by the \$300,000 for all projects it wants to fund? Is the maximum amount an agency can apply for \$300,000?  
**A.** No. There is not a \$300,000 limit per agency. An agency may apply for multiple projects. There is a \$300,000 per project limit, meaning that an agency may apply for up to \$300,000 per project/application.
12. Are there any restrictions to serving undocumented victims?  
**A.** No.
13. Would it be appropriate for a Child Advocacy Center to apply for VOCA VAG funding?  
**A.** Yes, as long as they meet the VOCA Program eligibility requirement

**VOCA Training Session**  
**Atlantic City - All Wars Memorial Building**  
**7/27/17 - 2:30 PM**

1. **Allowable vs. unallowable costs. If the cost is allowable for federal funds, is it allowable for match funds?**  
**A.** All project related costs, whether federally funded or match must be allowable under the VOCA Final Rule and 2 CFR 200.

2. **10% is it on the TOTAL direct costs? What is the calculation? Is it up to \$25,000?**
  - A. The 10% de minimis ICR is applied to Modified Total Direct Costs (MTDC), which is defined per 2 C.F.R. § 200.68 as: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000
3. **Do we have to worry about supplanting?**
  - A. Supplanting does not apply to non-profits.
4. **In the past, we sent DCJ our audits. Is that no longer true?**
  - A. Do not send audits to DCJ with your application. If you are subject to the Single Audit or Program Specific Audit, you must submit it to the Federal Audit Clearinghouse (FAC) website.
5. **There seems to be less forms than in the past application packages. Is this correct?**
  - A. We have streamlined the application package. We also placed some forms formerly in the application package into the award package.
6. **Capital expenses are an expressly unallowable cost, so what is allowable/unallowable?**
  - A. Please refer to the VOCA Rule, 2 CFR 200 and the DOJ Financial Guide.
7. **When charging rent and utilities – if we have a shared space, can we use a percentage to calculate the pro-rated amount of rent and utilities?**
  - A. You should use a percentage to calculate the pro-rated portion of the rent and utilities you will charge to the grant.
8. **May we charge the costs of medications, such as prophylactic or other treatment to prevent HIV/AIDS infection or other sexually transmitted infections and/or other infectious diseases?**
  - A. The text of the provision regarding the allowability of immediate emotional psychological, and physical health and safety in the VOCA Final Rule (28 CFR Section 94.119) is below:
    - (a) Immediate emotional, psychological, and physical health and safety—Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:
      - (9) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet

the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed

**9. Is funding limited to a certain age group of victims?**

**A.** No.

**10. Is assistance with mortgages allowable for victims, versus rent, when helping them to relocate?**

**A.** No. Relocation assistance is allowable, subject to any restrictions on amount, length of time, and eligible crimes, set by the New Jersey Department of Law & Public Safety. Eligible costs may include, but are not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

**11. For transitional housing costs, would we put that request under victim aid or facilities?**

**A.** It will depend on the specific item being requested. Housing costs, such as utilities, would fall under the “Facilities” budget category, but clothing and food would fall under the “Victim Aid” budget category.

Transitional housing for victims is allowable subject to restrictions on amount, length of time and eligible crimes, set by the New Jersey Department of Law & Public Safety. Transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.

**12. For the three Letters of Support, must we have one from the Prosecutor’s Office?**

**A.** At least three letters of support for the specific project are required to be submitted with the application; and applicants are encouraged to have one letter of support from the County Prosecutor’s Office of Victim Witness Advocacy..

**13. Why is the grant 20 months?**

The grant period is 20 months due to the end date of the FFY16 VOCA federal grant program, which is September 30, 2019. A month buffer between our Subrecipients’ grant end date and the federal end date is necessary to ensure all reports are submitted to the Office for Victims of Crime and all grant funding is expended prior to September 30, 2019.

**14. With a 20 month contract period, will we still report quarterly?**

**A.** Yes, you will still complete quarterly reports.

**15. How many awards will be given out?**

- A.** It depends on the amount of eligible applicants, the quality of the applications received, the amount of funding requested, and the amount of available funding.

**VOCA Training Session  
Elizabeth – Union County College  
8/3/17 - 6:30 PM**

**1. We currently have 3 programs; can we add personnel or more services/activities to these programs?**

An applicant may request to expand upon or enhance an existing project

**2. How do we apply for a match waiver?**

- A.** If an applicant is seeking a match waiver, then the request must be submitted with the application package, the Office of the Attorney General will review all match waiver requests submitted with the application packages. If it is determined that extraordinary need for the waiver is demonstrated, the Office of the Attorney General will send a letter to the OVC Director requesting a waiver for the match. The letter will include the names and subgrant numbers for each organization requesting a match waiver and a justification as to why the waiver is needed.

Applicants, however, must include the full required match in the budget, and if the waiver request is approved, the budget will be modified.

**3. Are Letters of Support a requirement for funding?**

- A.** At least three letters of support for the specific project are required to be submitted with the application; and applicants are encouraged to have one letter of support from the County Prosecutor's Office of Victim Witness Advocacy.

**4. What are the volunteer requirements?**

Applicants are required to certify that their agency uses volunteers as a condition of receiving VOCA funds. Subrecipient organizations must use volunteers unless it is determined that there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

5. **For trainings, do we to show specifics or just ask for a lump sum?**
  - A. The budget detail worksheet and narrative require you to indicate specific items that are necessary to the success of the program and explain why those items are necessary in meeting the goals and objectives
  
6. **For fringe benefits, is a 401(k) plan an allowable expense to claim under this cost category?**
  - A. Yes.
  
7. **Why is the grant period 20 months?**
  - A. The grant period is 20 months due to the end date of the FFY16 VOCA federal grant program, which is September 30, 2019. A month buffer between our Subrecipients' grant end date and the federal end date is necessary to ensure all reports are submitted to the Office for Victims of Crime and all grant funding is expended prior to September 30, 2019.
  
8. **If reviewers think our Agency is requesting too much funding, will our application be denied?**
  - A. No. You may apply for up to \$300,000 for each project/application you submit.
  
9. **If we apply for \$300,000, but after review, it seems that there is not enough funding to award each applicant; will partial funding be an option? Is it an all or nothing situation?**

Partial funding may be available depending on the proposal. For example, if an unallowable cost is requested in an application's budget, the award may reduce the award amount by the amount of the unallowable budget item..

**VOCA Training Session  
Paterson – Christopher Hope Community Center  
8/10/17 - 2:30 PM**

1. **Beyond the one page project summary required for the project narrative section of the application, are there any other page requirements?**
  - A. There are no minimum or maximum page number requirements.
  
2. **Is there a minimum amount an Agency must apply for?**
  - A. No, there is not a minimum amount.
  
3. **Is there a cap on the amount of match that can be met through in-kind contributions?**
  - A. No, there is no cap.
  
4. **How many Awards are anticipated to be given out?**

It depends on the amount of eligible applicants, the quality of the applications received, the amount of funding requested, and the amount of available funding.

**5. How many applications may we submit?**

**A.** Agencies may submit more than one application if they seek funding for more than one project.

**6. Under the Victim Aid budget category, may we purchase bags for child victims for them to hold their belongings?**

**A.** Yes, that is allowable.

**7. Can VOCA funds be used for legal representation in obtaining temporary and final restraining orders? Is there a funding limit for this type of service?**

**A.** VOCA funds may be used for emergency legal assistance, such as filing for restraining orders, and obtaining emergency custody orders. There is no limit on the amount of funding that can be used for this purpose.

**8. Can VOCA funds be used to continue an existing project?**

**A.** Applicants have the option of formulating new proposals for funding, as well as enhancing existing programs.

**9. Should laptops be purchased under the “Equipment” budget category or the “Consumable Supplies” budget category?**

**A.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

Supplies means all tangible personal property having an acquisition cost that is less than \$5,000. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.

**10. Is a Letter of Support required from our Prosecutor’s Office?**

**A.** At least three letters of support for the specific project are required to be submitted with the application; and applicants are encouraged to have one letter of support from the County Prosecutor’s Office of Victim Witness Advocacy.

**11. Can the costs of training volunteers be covered with VOCA funds?**

**A.** Training exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training is an allowable expense.

**12. If we hire an outside trainer, can we cover their travel and accommodations?**



- A. Per the 2015 Financial Guide ([https://ojp.gov/financialguide/DOJ/pdfs/2015\\_DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf)), travel expenses (transportation, subsistence for speakers, etc.) are allowable, but must stay within the Federal per-diem rates.
- 13. If a group of Agencies apply for a joint-project, will they be competing against each other?**
- A. Although each agency must submit its own application, with an MOU or Affiliation Agreement, it is the overall project that is being scored.
- 14. Will the \$36,000,000 in VOCA grant funding be distributed equally throughout the State geographically?**
- A. Funds are awarded on a competitive basis. Applications are reviewed and ranked based on the scoring criteria provided. However, the State can take into consideration geographic locations of projects to ensure there is adequate statewide coverage for crime victim services.
- 15. For training conferences or other training events, such as workshops, can we just submit one line item for all expenses – i.e. a total figure for a Victim Assistance Conference that covers all meals, train/airfare tickets, and registration fees, etc.? Or do we have to break them down?**
- A. The budget detail worksheet and narrative require you to indicate specific items that are necessary to the success of the program and explain why those items are necessary in meeting the goals and objectives.
- 16. If \$36 million is available in this VOCA grant cycle, what was available in the previous grant cycle?**
- A. Approximately \$21 million was made available in the 2015 VOCA grant cycle.
- 17. Why must the Budget Detail Form be so detailed?**
- A. The budget detail worksheet and narrative require you to indicate specific items that are necessary to the success of the program and explain why those items are necessary in meeting the goals and objectives.
- 18. Other government funds cannot be used for match, correct? And this VOCA grant, if our Agency is awarded one, cannot be used to match another grant, correct?**
- This and other sources of federal funds cannot be used as match.

## **Additionally Submitted Questions**

1. **If the amount of grants requests exceeds the total pot of money set-aside for the VOCA VAG program, will DCJ try and reduce some requests/awards to enable more agencies to be funded?**
  - A. Funds are awarded on a competitive basis. Applications are reviewed and ranked based on the scoring criteria provided. However, the State can take into consideration geographic locations of projects to ensure there is adequate statewide coverage for crime victim services..
2. **After attending the trainings, we found that the form on page 11 (Performance Measures) of the slide show doesn't seem to be in the application packet. Is this a form we should be creating? Also, this form is not mentioned in the checklist on page 2 of the "Documents to be Returned" packet. However, the Work Plan is mentioned twice. Do you want the Work Plan included twice or would that be a typo where the Performance Measures chart would go?**

- A. Only one copy of the Project Workplan is to be included in your application. It is listed twice in the checklist because it is referred to in the "Project Proposal," which is a document to be created and submitted by the applicant. However, required in that "Project Proposal" is the Project Work Plan, which is a stand-alone form. So it was listed again in the checklist to ensure applicants would not forget to submit the form.

With regard to the Performance Measure, that is to be included in your Project Narrative under "Section VI. Data Collection, Performance Measures & Evaluation." The chart in the power point presentation was a sample of how you may convey that information, if you so choose.

3. **During the last grant application, we needed to provide letters of support from agencies we collaborate with. Is that still a requirement for the 2017 application? I do not see it anywhere, but perhaps I am missing it.**
  - A. At least three letters of support for the specific project are required to be submitted with the application; and applicants are encouraged to have one letter of support from the County Prosecutor's Office of Victim Witness Advocacy..
4. **Do the letters of support need to be addressed to someone specific or a specific agency?**
  - A. Letters of support should be addressed to the Department of Law and Public Safety, Office of the Attorney General; however, if they are addressed to your agency, that will be sufficient as well.
5. **I see under VOCA guidelines that we can have contracts for professional services not available within the organization. I am assuming we can have an MOU with a law firm dealing with family law and immigration law as those are the primary needs of our domestic violence survivors. Please confirm my understanding is correct as per the guidelines and confirm the rates allowable.**

- A. The text of the provision regarding the allowability of contracts for professional services in the VOCA Final Rule (28 CFR Section 94.120) is below:  
(d) Contracts for professional services—Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
6. **We want to have an MOU with a mental health service provider to provide such services to survivors. Please confirm the allowable rates and any other specific guidelines/limitations I should be aware of with regard to such services.**  
A. Per the VOCA Final Rule, rates are not to exceed a reasonable market rate.

The text of the provision regarding the allowability of mental health counseling and care in the VOCA Final Rule (28 CFR Section 94.119) is below:

(c) Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.

7. **The training power point has the current volunteer rate for New Jersey at \$27.46 per hour. When I checked the rate I see a rate of \$24.14 per hour at <https://www.independentsector.org/resource/the-value-of-volunteer-time/>. What rate should we use for the application?**  
A. If you click on the State of New Jersey on the above website, you will see that the rate for volunteers in New Jersey is higher and set at \$27.46. You may use that higher rate.
8. **What section of the budget should volunteer training be listed? Where should staff training go?**  
A. If using outside trainers/courses (including registration fees), those costs should be captured in the “Purchase of Services” category as well as the “Travel” category if there are travel costs associated with sending volunteers and staff to trainings.