

## ***2018 VOCA and STOP – RFP Frequently Asked Questions (FAQ's)***

### **1. Can we fundraise?**

Employees that are covered/paid with VOCA or STOP funds cannot participate in fundraising activities.

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### **2. Can you apply for both VOCA and STOP?**

Organizations can apply for both VOCA & STOP funding if the service(s) they are providing fall(s) within the guidelines for each funding source and meets the requirements of the RFP.

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### **3. What are the amounts available? Is there a cap?**

The total amount of VOCA funds available is \$15,000,000 and the total amount of STOP funds available is \$500,000. There is no set limit to how much an applicant can request.

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### **4. Is this an ongoing grant or good for one year?**

The grant is good for one year beginning October 1, 2018, and expiring on September 30, 2019. The decision to allow a second year will be made based on program performance and available funding.

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### **5. Can we co mingle different funding programs?**

The organization must be able to clearly show how VOCA funds are spent separate from other funding sources.

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### **6. On the SF-424, what goes in #10 and # 16?**

For # 10, you will list the name of the Federal Agency. For # 16, you will list the Congressional Districts of your service area.

### **7. Did DFA make the decision to not allow purchase of vehicles under VOCA? Is leasing a vehicle considered a purchase?**

IGS is currently reviewing its policy towards vehicle purchases and will provide further guidance once a decision has been made.

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### **8. Do services have to be provided to an identified population or can it serve all populations?**

Services can be provided to all population; however, the applicants must identify which of the specified populations it intends to serve and a sizable portion of the funding should be used to provide services to that victim population in accordance with the state's goals.

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### **9. How do you calculate hourly wage for salaried employees?**

Hourly wages for salaried employees can be calculated by dividing the employee's salary by 40 and dividing again by 52.

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### **10. On the SF-424, does it actually need to be signed or can it be typed?**

The SF-424 needs to be signed by the Authorized Officials

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### **11. On the SF-424, do you include money that you are applying for?**

Yes – you will only include the money that you are applying for in this grant.

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### **12. Is the only attachment needed when the grant is submitted is the SF 424?**

Yes.

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### **13. Does the application have to include all underserved populations or can it specifically serve an underserved population?**

The organization can only serve the underserved populations that are in its area. These underserved populations should be the highlight in your application.

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### **14. How to report Professional Service Volunteer hours?**

Professional Service Volunteer hours should be reported as match under the Professional Services line item. Organizations will need to have a professional services agreement with the volunteer that highlights their qualifications as well as their hourly rate and the number of volunteer hours they will provide.

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### **15. Is transportation an allowable expense?**

Transportation of victims to receive services and to participate in criminal justice proceeding are allowable. Documentation of transportation services will need to be provided to receive reimbursement.

### **16. Are special documents needed for in-kind donations?**

Documentation will need to be provided for any in-kind donations used as match. The documentation should include the fair market value of the donation and show how that price was derived.

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### **17. Is training an allowable expense?**

Yes, training is an allowable expense.

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### **18. Is there a balance between volunteer and in-kind match?**

The balance between volunteer and in-kind match is left up to the organization. However, organizations should take every measure possible to diversify its match budget as much as possible.

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### **19. Can entities that have not previously served victims, but intends to start serving victims, apply for funds?**

Yes, we encourage new applicants and service areas.

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### **20. How long does it take to get approval for IGS Connect from IGS IT staff?**

Applicants should allow at least 24 hours for IGS IT staff approval when setting up a new account in IGS Connect.

### **21. What is the match rate for STOP?**

Match is not required for STOP if you are funded as a Victim Services provider. All other categories require match.

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### **22. What is the match rate for VOCA?**

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The match rate for VOCA is 25% of federal funding or 20% of the **total** project.

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### **23. How do you figure match?**

Match is calculated by taking the federal amount requested multiplying it by 20 and then dividing by 80. Match Funds = Federal Amount x 20 /80.

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### **24. What is the match rate for new sub-grantees?**

Match rate for new sub-grantees is 35% of federal funding or 26% of the **total** project.

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### **25. Can a percentage of the VOCA project be prevention?**

Yes, VOCA Regulations allow for funds to be used to support prevention activities (§94.119 (j) Public Awareness).

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### **26. Does the AO and the AAO information carry over?**

AO and AAO information should carry over to the new application in IGS Connect.

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### **27. Can you use more than 8 hours of volunteer time per volunteer a day?**

No

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### **28. Do they have to go through training to be considered a volunteer for match?**

Volunteers need to provide a service for victims. It is a good practice for volunteers to have at least a basic understanding of victim services and the organization prior to beginning their service.