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## Office of Victim Services

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### **New York State Office of Victim Services (OVS)**

### **Victims of Crime Act (VOCA) RFA**

### **Victim and Witness Assistance Grant Program**

### **Questions & Answers**

The responses to questions included herein are the official responses by the State to questions submitted by potential applicants and are hereby incorporated in the Victims of Crime Act (VOCA) RFA issued on January 11, 2022. Potential applicants are encouraged to read all responses contained in this document. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail. Please note that the questions below are entered as they were received by OVS.

**Q1. Are we allowed to offer both mental health services and legal services under this grant? Or do we need to pick one area of focus?**

The primary purpose of VOCA funding is to provide services to victims of crime. Mental health and legal services are allowable under one application.

**Q2. I wanted to reiterate the question below. Additionally, in terms of funding, is there a cap per year?**

There is no minimum, or maximum, cap. The budget must be reasonable, appropriate for the number of positions to be funded, and in compliance with funding restrictions and limitations noted in the RFA. The total funding for each individual year of the contract must be identical.

**Q3. The VOCA Victim and Witness Assistance Grant Program RFP appears to be silent as to the amount of funding available and the size of awards. How much funding is available for this RFP? Is there a minimum award size? Is there a maximum award size?**

“Total federal funding available for the entire (3) three-year period shall not exceed \$330,000,000” (Page 27 of the RFA). See Question 2 for further information.

- Q4. Page 26 of the RFA for VAP, section 5.5 describes funding priorities and states that “at least 10% of each Federal VOCA victim and assistance grant award to each of four priority categories.” Does that mean that an application must allocate at least 10% to each of the 4 VOCA Funding Priorities? Or, if an organization primarily serves survivors of domestic violence can 100% of funds be allocated to that funding priority?**

Applications do not need to allocate 10% to each category. Applications can allocate 100% to one priority category, or different percentages to individual categories. The entry or entries must total 100% cumulatively. Zero percent is a valid response if you do not anticipate providing services to victims of a particular priority category but you must have at least one priority category to be eligible for funding. OVS is required to allocate at least 10% of each federal award to each of the four priority categories. Please see page 20 of the RFA for information related to weighting that may occur, if needed, to ensure that these 10% allocation requirements are met.

- Q5. Can you please tell me how much the annual funding is that we should include in our budgets?**

See Question 2.

- Q6. On page 33, under section 5.31 Minority & Woman-Owned Business Enterprise Requirements, it states under 2) For-Profit and Municipality Applicants that “Eligible expenditures include the value of the budget in total. “In the past, the MWBE requirement has been for the discretionary portion of the budget (excluding things like personnel costs, travel costs, postage). Can you please clarify?**

If awarded a contract, the MWBE Utilization plan may be required, and further instructions will follow as to obtaining the form. MWBE requirements generally apply only to discretionary non-personal service costs.

- Q7. Just in the first thoughts into the 2022 RFP grant application. Our funding streams through our District Attorney’s office, our CAC is through our DA office. In the upcoming funding is it possible for us (CAC through the DA office) to request a position that would be employed directly in the DA office, not in our CAC. This position would be a Victim Advocate but they would provide services on all other cases for victims at the DA office, not the child sexual abuse and physical abuse matters which our Victim Advocate handles.**

**Does this make sense? Again this is just something they are asking me. I am not sure if we could include it in our funding request as the DA –CAC, or if the District Attorney’s office would need to do their own separate application. Again the CAC funds are directed through our DA office.**

An applicant can submit one application that includes the services provided for one, or a number of, VOCA priority funding categories. It is at the discretion of the applicant how many applications to submit. It should be noted that each application will result in a contract if the applicant is successful in receiving an award. Submitting multiple applications will result in separate administrative tasks that are associated with contracting with the State of New York (such as separate payment vouchers). For this reason, OVS encourages, but does not require, applicants to consider submitting one application per organization.

Yes, it is possible to request a position that would be employed in the DA office, not in the CAC.

**Q8. In previous VOCA contracts we were allowed a 10% de minimis rate on contract, is that allowable on this RFP?**

Yes, up to a 10% de minimis rate is allowable. Applicants are encouraged to review the guidance provided in VOCApedia as it relates to de minimis rates. Please see [VOCApedia](#).

**Q9. Where do we find out our Document Vault Identifier on the Grants Gateway website?**

To locate the document vault identifier:

- Login to Grants Gateway.
- Click the Organization(s) link in the upper-right hand corner.
- Click the Document Vault Link.
- Click a link on the document vault page (e.g. IRS 990, Audit, CHAR500).
- The document vault identifier can be found at the top of the page.

**Q10. Would reasonable non-compensated shelter days be reimbursable under this grant? (i.e. clients who do not qualify for Medicaid, for various reasons, but cannot pay for shelter costs at the Medicaid rate).**

Transitional housing costs are allowable (Code of Federal Regulations (CFR) 28 §94.119(k)). A program must have a policy describing the circumstance under which such costs are allowable and for how long.

**Q11. Court related services for a victim, such as transportation for sick/frail victims who need clinical support to and from court, and or interpreter costs**

Transportation to court proceedings is an allowable expense (28 CFR §94.119(e)(3)). Interpreter costs are an allowable expense (28 CFR §94.119(e)(4)).

- Q12. Transitional care support services by a licensed social worker for discharged shelter clients, up to 90 days, linking discharged clients with community support services, helping to prevent re-victimization and getting them community services, i.e. food stamps, medical support services, etc.**

Transitional care is an allowable expense (28 CFR §94.119(b)).

- Q13. Relocation expenses for shelter clients who cannot return to their home due to various reasons (i.e. loss of residence, abuser lives in the home, etc.) such as security deposits, first month rental expenses, utility startup costs, and sometimes minimal furniture, and food.**

Victim relocation expenses are allowable (28 CFR §94.119(k) & 28 CFR §94.119(l))(page 24 of the RFA).

- Q14. Restorative justice, costs associated with professional staff conducting such meetings as voluntarily requested by shelter clients.**

Restorative justice expenses are allowable (28 CFR §94.120(g))(page 25 of the RFA).

- Q15. Trainings to community organizations who service older adults, on how to recognize elder abuse in a COVID19 environment, where many victims are now isolated at home with an abuser.**

Providing trainings to other programs in this manner is not VOCA allowable. Outreach and coordination are VOCA allowable. Some training related costs are allowable.

- 28 CFR §94.119(j) provides information on what public awareness activities are allowable.
- 28 CFR §94.107(e) provides information on allowable volunteer training.
- 28 CFR §94.120(f) provides information on allowable training activities.
- 28 CFR §94.121(b) & 28 CFR §94.121(c) provide information on training related costs that are allowable.

- Q16. Can our current VAP and Attorney Services projects submit separate applications, or must all programs under one umbrella organization collaborate to submit one application? If programs housed under one umbrella organization are allowed to submit separate applications, will they be issued separate contracts or will one combined contract be issued per agency?**

Applicants may choose to submit a single application which combines all funded services into one submission or submit separate applications for each program. Each application submitted will be evaluated individually for a separate award. See Question 7 for further information.

**Q17. If agencies are awarded less funds than applied for, is the agency able to modify the work plan and reduce or eliminate proposed services to be in line with the new funding amount? Or will an agency be required to execute all aspects of the work plan regardless of level of funding?**

Successful applicants will receive an award amount. This amount is a maximum amount. Successful applicants will work with their OVS contract manager to negotiate final budget and workplans. It is reasonable to expect that issues that arise from receiving an award amount that is less than the amount that was applied for would need to be addressed during contract negotiations. It is routine that work plans would be adjusted during contract negotiations based on awarded funding. Please note that grantee funds must be used for the project goals and objectives described in the application.

If an awardee must revise a budget during contract negotiations all VOCA allowable expenses will be considered with the condition that it is reasonable and responsive to the needs of victims of crime as identified in the original application.

**Q18. Our subgrantees on the Attorney Services project each applied for and received individual awards for OVS funding under the 2019 VAP RFA to cover additional areas of legal services not provided through their participation on our grant. Can our partners continue to serve as subgrantees on our project and be the lead agencies on their own applications?**

Organizations that receive an award may continue to subcontract with other entities to increase their capacity to provide services to victims of crime that might not otherwise be able to be provided by the awardee. As long as funding is not duplicated, an entity can be a grantee in their own right, and a subgrantee to another grantee.

**Q19. Is there any chance of training for VAPS on the new grant opportunity process?**

There is no current training provided for the Consolidated Funding Application (CFA). Resources include:

- [2021 CFA Application Manual](#)
- Technical assistance help desk - [Cfa-tech@ny.gov](mailto:Cfa-tech@ny.gov)

**Q20. In the past OVS has allowed agencies to charge a 10 % de minimus rate to the grant, will this be allowed in the RFA?**

See Question 8 for further information.

**Q21. The RFA states funding will be flat for 3 years, should we prepare the year 2 and 3 form with float funding or put an increase in?**

All awards made under this solicitation shall have identical annual award amounts for the three-year term. Budgets do not need to be identical between the three years, only the total annual dollar amount needs to be identical (Page 27 of the RFA).

There can be no increase in funding year-to-year in total, but changes can occur within and between budget categories. For example, total personnel services do not need to be the same each year and can increase, as long as other categories are reduced so that the total annual request is identical each year.

Please note that the flat budget year-to-year requirement applies to funds requested as part of this application. This does not mean that match totals need to be the same for each of the three years. No match is being required for the first year of the three-year period.

**Q22. The RFA states match will be waived for first year of 3 years, is it required that we put match in the RFA?**

Match for year 1 is waived due to the federally required blanket match waiver. Match for year 2 and year 3 will need to be documented in the Future Funding form (Pages 15 and 16 of the RFA).

**Q23. Does the prorating form need to be included in the RFA? We understand it will be required if we are awarded and have a contract developed.**

The prorating form should be included in the application if prorating is applicable to the budget submission. The prorating form is required for any budgeted expenses that need to be prorated. Programs may use more than (1) method of prorating. The prorating method selected for a specific expense must remain consistent throughout the budget year.

**Q24. I have a few questions regarding the VOCA Victim and Witness Assistance Program RFA. My questions are about volunteers. Would an Intern qualify as a volunteer? Are there a certain number of hours per week/month/year that the volunteer must perform duties? Do the duties need to involve providing services to victims? Are there any specific activities that must be covered or that are prohibited?**

An unpaid intern would qualify as a volunteer. There are no required number of hours or specific activities that a volunteer must perform. Volunteers being used as Match must perform VOCA allowable activities.

- Q25. Under Section 5.4, page 24, services may include “public awareness presentations that are made in schools, community centers, or other public forms. . . “ How are those activities required to be documented through the PMT tool since they are not tied to a specific individual?**

While the presentation itself would not be considered a service that would be documented on the PMT, any services resulting from the presentation (e.g. information referral, counseling, etc.) may be documented on the PMT.

- Q26. Can we continue to charge the de minimis 10% for indirect costs? If so, is there a form we need to complete or other means of explaining our indirect costs?**

There is no additional form required. Applicants should reference the [DOJ Financial Guide](#) for guidance on appropriate usage of a de minimis rate. The VOCApedia section on indirect cost rate may also prove useful. See Question 8 for further information.

- Q27. On the volunteer form, if we are planning to use volunteer time as a match in year 2 and 3 but not year 1 (because the match has been waived), do we still need to enter a number for volunteer time used as match?**

If volunteer is not being used as match, volunteer hours do not need to be documented on the form.

- Q28. Could you please clarify whether or not the VOCA VAP grant replaces the Domestic Violence and Sexual Assault grants? The YWCA was not planning to submit a grant application for the VOCA VAP, anticipating that there would be additional RFAs for DV and SA programs.**

All current contracts expire 9/30/2022. Failure to apply under this current funding opportunity will lead to a loss of funding on 10/1/2022. OVS does not currently issue separate RFAs specific to DV and/or SA programs.

- Q29. What is the maximum amount allowed for the 3-year period?**

See Question 2.

- Q30. Can an organization submit more than one application for two distinct programs?**

See Question 16 and Question 7.

**Q31. Is there a funding cap per application?**

See Question 2.

**Q32. Are there any requirements about how many legal and non-legal (case manager, social workers, etc.) staff can be on budget?**

There are no specific requirements defining the allowable number of legal or non-legal staff on an application. All positions must be justifiable and reasonable.

**Q33. If award amount is less than requested, can the grantee use funds at its discretion**

See Question 17.

**Q34. Is there a minimum breakdown of legal and non-legal use of award funds?**

No, there is no minimum breakdown of award funds for civil legal, or non-legal services.

**Q35. Can you use both legal and non-legal staff for match?**

Yes, that is allowable as long as all activities or expenses are VOCA allowable.

**Q36. RFP says all awards will be the same amount. How many awards do they anticipate granting?**

Individual awards will vary. Awards may be made until all designated funds of \$330,000,000 for the three-year period have been exhausted and in accordance with the provisions of the RFA. See Question 21 for further information.

**Q37. RFP says that awards will be issued for each of the 62 counties. How will the money be allocated per county? Will it be allocated in a prorata/per capita manner?**

If, based upon the applications received, OVS determines that there is a need to ensure statewide geographical coverage, county weighting may occur based on an allocation methodology. This methodology factors in population, program type, application score and quantity of applications. See page 20 of the RFA for more information about the application evaluation process.

**Q38. Is there a word limit or maximum for the Narrative sections in this go around since combining 3 contracts?**

The Budget Narrative section of the application has a limit of 15,000 characters. Please keep in mind that blank lines and spaces are counted towards the character limit. See Question 65 for further information.

**Q39. Does an organization submitting multiple applications impact award distribution (is there a cap on how much one organization will be awarded)**

See Question 16 and Question 7 for further information.

**Q40. Are there any requirements for workplan/PMT numbers and categories (other than OVS compensation applications)**

All applicants must acknowledge that they are required to provide assistance to victims of crime in the completion and submission of compensation applications. Workplan/PMT numbers should align with proposed services in both the budget and workplan narrative. See Page 14 of the RFA which also details the exception to this rule.

**Q41. With the combining of the grants, will there be any preference given to the provision of certain core services by an applicant (ex: submission of claim applications)**

Applications will only be evaluated on the criteria documented in the RFA in section 4, starting on page 18.

**Q42. Page 15 of RFP says 2nd/3rd year budgets should be uploaded in Grants Gateway, however RFP also says all application materials are to be included in CFA and Grants Gateway is only being used for pre-qualification. Can you please confirm where 2nd and 3rd year budgets should be uploaded.**

These should be uploaded to the CFA. The only part of the application process that will occur in Grants Gateway is prequalification, all other steps will occur in the CFA. Please see the RFA Change posted on [this page](#). Successful applicants will work in the Grants Gateway during the contract development that will follow this RFA.

**Q43. Legal Services Corporation is a source of federal funding that is typically exempt from restrictions on being used as Match. Can LSC funding being used to meet match requirement?**

Yes, if the funding meets the DOJ Grants Financial Guide exceptions for using federal funds as match, and all match funds are VOCA eligible, Legal Services Corporation funding can be used as match.

**Q44. Page 27 of solicitation reads "all awards made under this solicitation shall have identical annual award amounts for 3-year term". Does this mean all grantees will receive same award or a grantee will receive same award for reach of 3 years?**

See Question 36 and Question 21.

**Q45. Does OVS have specific criteria regarding who they define as indigenous peoples? Is it inclusive of serving urban indigenous populations and do service recipients need to be enrolled in a U.S federally recognized tribal nation?**

For services, data should be based on self-identification. Services to indigenous victims of crime are allowable, regardless of location, and victims of crime are not required to be part of a federally recognized tribal nation.

**Q46. How do I locate my Document Vault Identifier?**

See Question 9.

**Q47. Our agency plans to submit a competitive application for the recently released VOCA Victim Witness and Assistance RFA and wondered if we should submit separate ones for our Domestic Violence and Sexual Assault programs or submit a combined program application as a dual program agency? I'm not sure how PMT data would be delineated to capture specific services provided for dv victims and sexual assault victims in a combined application**

See Question 16 and Question 7. Data from multiple priority categories can be captured and reported on a single PMT for an awarded contract.

**Q48. In the prorating worksheet for space in the "Percent of Funding Method 1" Does "Total Budget (excluding In-Kind match)" refer to the total project cost (expected VOCA grant plus match) or the organization's entire budget?**

"Total Budget (excluding In-Kind match)" refers to the total year 1 budget for the application submission.

**Q49. Looking for clarification for budget planning. It is our understanding that there is a distinction between administrative staff allocated directly to the salary line item, and those administrative costs that we would include in the indirect cost line item. Staff allocated to administrative costs (included in personnel line item) can only include those (and their time) performing OVS budgetary tasks, FTR's, vouchers or the programmatic reports. Cannot include administrative staff or tasks outside these direct OVS provisions**

**(HR, other finance and grant management tasks). The other "administrative" staff and functions would need to be included in our indirect costs line item. It is our understanding that all staff included in personnel administrative and direct need to complete FTR's. Staff in the indirect cost line item do not need FTR's. Is this correct?**

Staff funded under the salary section of the budget will need to fill out an OVS Functional Time Record (FTR). Staff not funded in the Salary section whose tasks may be captured by the indirect cost line do not need to fill out an FTR.

**Q50. Scale of deliverables: How many clients are grantees presumed to serve?**

There is no presumption regarding the number of clients served. All requested services must align with the budget and workplan and will be evaluated in accordance with the provisions of the RFA.

**Q51. Grant: what is the size of each grant? Will it be paid per client (and if so, at what rate)?**

See Question 2 and Question 50. No, reimbursement is not client based, rather it is based on reimbursement of eligible expenses.

**Q52. Is it a provision of the grant that grantees provide or pay for legal assistance OR do grantees merely provide legal referral services?**

There is no specific provision requiring grantees to provide or pay for legal assistance. Both providing legal services and making referrals to legal services are VOCA eligible within the parameters established by the federal government.

**Q53. Although Match is currently not required, do we still incorporate it in our budget as we usually do?**

See Question 22.

**Q54. Do we leave all contract # boxes blank or use our current contact number on forms?**

Leave them blank.

**Q55. Does the "Contract Period" always refer to: 2022-2025. Does that make "Budget Period" yearly (10/1/2022-9/30/2023)?**

Contracts resulting from this RFA will have a three-year term of 10/1/2022-9/30/2025. Budgets will be negotiated annually.

**Q56. How many organizations will be selected for this funding?**

See Question 36.

**Q57. How much is the maximum award we can request?**

See Question 2.

**Q58. We are a legal victim assistance provider, and we are looking to request funding for case management cases and outreach & education? Do we need to create multiple budgets for each service and narrative or we can create one narrative and budget for the entire service?**

Applicants can create one narrative and budget for all proposed services.

**Q59. The attorney can be a staff member with a full-time salary? We have a consultant attorney; however, we want to incorporate as a full-time staff time? What are the requirements for this and how much is the accepted salary for the attorney?**

Yes. Applicants must use their own discretion when deciding to transition a consultant into a full-time salaried employee. OVS does not dictate what constitutes an appropriate salary for an attorney but evaluates the appropriateness of the application based on the criteria outlined in the RFA.

**Q60. How much is the salary for program directors and paralegals the state suggests?**

Applicants must use their own discretion when determining appropriate salaries for their employees. OVS does not dictate what constitutes an appropriate salary but evaluates the appropriateness of the application based on the criteria outlined in the RFA.

**Q61. How many services can we request? If we are looking to expand services to social workers or psychologists? Are we required to present any specific license for these services?**

See Question 50 as it relates to service deliverables. Licenses are not required during the application process.

**Q62. The match can be used as in-kind? Also, the match is 20% or 25%, and can we use other collaborative staff as a match?**

Yes, in-kind and collaborative staff can be used as match. The total match requirement for VOCA is set at 20% of total program expenses (or award). Match is calculated by taking the VOCA award, dividing by 0.80 and subtracting the

amount of the VOCA award from the figure obtained. The balance equals the required match (i.e.,  $\$30,000/0.8 = \$37,500$  less the \$30,000 award amount for a match totaling \$7,500).

**Q63. How much is the maximum rate for rent?**

The maximum budget for rent is determined by a pro-rated calculation found within the Prorating Form. See Question 23 for further information.

**Q64. How many paralegals is the maximum that we can request?**

See Question 32.

**Q65. I'm helping an organization apply for VOCA funding and had a question about the application in the Consolidated Funding App because we need to prepare. Do we answer the three narrative questions in the Workplan section and the additional question about gun violence in text boxes in the application or do we upload the answers? If the answers are in textboxes, are there limits on word count or character count?**

The gun violence question will require a numerical entry only, to illustrate the total percentage of gun violence victims served by the program.

All narrative questions must be answered. Character space available for each text section of the application is set within the Consolidated Funding Application for this RFA. Character limits are as follows in parentheses:

- Q1.** Problem Statement (5,000)
- Q2.** Proposed Services, Implementation & Program Evaluation (20,000)
- Q3.** Organizational Capacity (10,000)
- Q4.** Budget Narrative (15,000)

**Q66. Just making sure I have this correct as it is different from past years so I wanted to clarify – 3.5 Budget Overview pg15 as well as Future Funding pg19 read “The total funding for each year of the contract must be identical.” It sounds like we can only, and must, ask for the same amount of funding for year 1 (\$100,000), year 2 (\$100,000) and year 3 (\$100,000). Is that correct? If that is the case, does the breakdown in the budget have to be identical as well for example \$25,000 in salary, \$5,000 in fringe, \$2000 for operating expenses must be the exact budget for year 1, year 2 and year 3? Clarification and/or elaboration would be appreciated.**

See Question 21.

**Q67. With the understanding that NYS has received a significant reduction in VOCA funding, is there an award cap?**

No, there is no award cap. See Question 2.

**Q68. Will high scoring applications be awarded the amount they proposed? Or is there a possibility high scoring applications will receive an award for less than the amount they requested?**

Funding will be awarded at OVS' discretion based on the criteria outlined in the RFA. A high score does not guarantee the requested amount for any given applicant.

**Q69. If an applicant is awarded less than their requested budget, will the applicant or OVS decide how the proposed budget gets pared down?**

See Question 17.

**Q70. I am reaching out regarding the character count maximum allowed in the Consolidated Funding Application. Is it possible to do the narrative in a word document and attached it? Is it possible attach documents referenced in the narrative such as staff resumes and/or charts?**

Narratives must be entered directly into the CFA. Supplementary documents, or attachments, are not permitted and will not be considered as part of the evaluation process.

**Q71. On page 15 1st paragraph, last sentence "The total funding for each of year of the contract must be identical" Does this mean programs cannot build in COLA's for staff**

See Question 2 and Question 21.

**Q72. Are Letters of support needed? Required?**

No.

**Q73. For the purposes of pre-qualification, are government agencies considered not-for-profit organizations?**

Government agencies are not considered not-for-profit organizations for the purposes of pre-qualification.

**Q74. On the B-1 budget form, should we enter our budget figures for all three years, or just the first-year totals?**

Only the year 1 budget should be entered on the B-1 Budget form. Budgets for years 2 and 3 should be entered into the "Future Funding" form and uploaded into the CFA.

**Q75. Is there any sort of page limit on the project narrative or any other application documents?**

See Question 65.

**Q76. The RFA makes reference to "new applicants." Because this is a new three-year cycle and not an application for a two-year renewal on an existing contract, are current grant recipients (2019-2022 recipients) considered "new?"**

See page 15 of the RFA, "New applicants are defined as VAPs that cannot demonstrate a record of providing victim services and are not current OVS contract holders".

**Q77. The CFA shows word count limits for sections of the Narrative. Are you able to upload a separate document and write "See attached proposal" if you need more space?**

See Question 70.

**Q78. Can you please clarify what is required for the Evaluation process as listed on page 13. Workplan overview 3.4 Proposed services, Implementation, and Evaluation. Can we write our own list of goals, performance measures, and do a statistical analysis of the data as we had received a training on in 2017? Is there anything else needed to meet this requirement?**

Yes, applicants may write their own list of goals, performance measures and perform statistical analysis. Successful applicants will be made aware of any additional requirements.

**Q79. Can an agency have a singular program spread over multiple locations?**

Yes.

**Q80. What is the maximum funding amount that a non-profit organization can apply for?**

See Question 2.

**Q81. Is there a set amount of funding that a non-profit organization can apply for?**

See Question 2.

**Q82. Is there a set number of staff or staffing structure that a non-profit organization is required to implement if awarded the grant?**

There is no set number of staff nor is there a staffing structure that programs must adhere to.

**Q83. Does the incorporation of law school and social work or social science interns into the program satisfy the volunteer requirement of the grant?**

Yes. See Question 24 for further information.

**Q84. Can persons who were previously crime victims or crime witnesses serve as volunteers?**

Yes. VOCA has no prohibitions on victims of crime, or witnesses, providing volunteer services.

**Q85. Should the imputed value of volunteers' time be factored into budget calculations?**

When used as match, the value of volunteer time should be calculated in accordance with 28 CFR §94.118 (c)(2).

**Q86. If a non-profit identifies a priority funding group in its community is that satisfactory for the application process or does a greater level of connection to that priority group have to be demonstrated?**

No. All applicants must complete the Priority Categories Form that shows the percentage of funds that the organization anticipates using to serve each priority category(s) from this grant award. The total of the percentages entered must equal 100% (see RFA page 17).

**Q87. If a non-profit organization identifies one of the funding priority groups in its community is the non-profit then required to service this group at the exclusion of other eligible crime victims?**

No. Applicants must agree to provide service to, or referrals to another provider, to all victims of crime.

**Q88. Can a non-profit identify multiple priority groups in its community for services?**

See Question 86; applicants may identify one or more priority groups they serve.

**Q89. Page 15 of the RFA says that applicants are encouraged to keep administrative costs to a minimum. Is a range of 10 to 15 percent of total costs acceptable for determining administrative costs?**

The RFA caps VOCA Administrative Time at 20% (see RFA page 25). While OVS encourages applicants to use VOCA funds to provide services to victims of crime, there is no cap on administrative costs associated with 10% de minimis, or federally negotiated indirect cost rates.

**Q90. Is a list of current grant recipients, the amounts received annually, and the length of their awards?**

The Office of the New York State Comptroller's [Open Book](#) lists all State Contracts and is filterable by agency. This information is available by performing a NYS Contract Search.

**Q91. With regards to the creation of the narrative (see pages 13 and 14 of the RFA), are there word or character limits for replies to the questions cited in the Workplan Overview section?**

See Question 65.

**Q92. The RFA includes an application checklist. The checklist references the uploading of documents to the Consolidated Funding Application (CFA). Where are the replies to the items cited on pages 13 and 14 of the RFA to go?**

The Workplan Overview, Section 3.4 of the RFA provides that narratives must be provided related to:

- problem statement;
- proposed services, implementation, and evaluation; and
- organizational capacity

This narrative is to be directly entered into the CFA. See Question 65 for further information related to character limits.

**Q93. Can the narrative be uploaded as a Word document or is it required to be uploaded as a PDF?**

The narrative will be entered directly into the CFA. No additional uploads will be accepted. See Question 65 for further information on character limits.

For the documents that are required to be uploaded, PDF format is preferred (See RFA page 16 – Pre-Submission Uploads).

**Q94. Pages 18 and 19 include a listing of materials that constitute a complete application. One of the items cited is the Work Plan Overview section (page 18). Item 3.4 of the RFA is the Work Plan Overview heading. In addition to the Problem Statement; Proposed Services, Implementation, and Evaluation; and Organizational Capacity sections of the work plan, are responders to provide a summary that will constitute the fourth written component of the Workplan Overview section?**

The budget should be uploaded, and the budget narrative should be entered into the CFA.

**Q95. Will OVS conduct a demonstration training on using the “Consolidated Funding Application “ system?**

See Question 19.

**Q96. On the first bullet of page 15 of the RFA, as well as on page 19 under Futurefunding.xls, it states that the total funding for each year of the contract has to be identical. Does that mean we cannot account for wage and fringe increases in years 2 and 3, and that in doing all 3 years of the budget, we will need to cut from other areas to cover those increases?**

See Question 21.

**Q97. Greene County has a very high crime rate and limited funds. If awarded, we would be interested in utilizing the funds from VOCA for:**

- **Personnel cost and staff member be certified and educated in this field.**
- **To secure the purchase of Covert Surveillance Equipment that would be utilized to capture and witness crimes.**
- **Use proceeds to for Expert testimony**
- **A dedicated victim friendly room to meet with victims of crimes.**

**Greene County is small county in NYS with a large population of underserved victims. This grant would help us to reach that population. At your earliest convenience would you advise if these categories fall within the qualifications of the VOCA requirements.**

Personnel costs and skills training for staff are allowable (see 28 CFR §94.121(a) and §94.121(b)).

All training must be pre-approved.

Covert Surveillance Equipment is not a VOCA allowable expense, (see 28 CFR §94.122(c)).

Expert testimony can be allowable if it meets VOCA guidelines. For example, funds can support a VOCA funded Sexual Assault Nurse Examiner (SANE) who performs forensic medical examinations providing testimony in court in support of the victim service provided. Court preparation and testimony are related to the services provided to the victim and are therefore allowable. It should be noted that expert testimony is not allowable for prosecution activities (see 28 CFR §94.122(c)).

Some expenses associated with a dedicated victim friendly meeting space to meet with victims are VOCA allowable (see 28 CFR §94.121(e)). Please note that capital expenses such as construction are not VOCA allowable.

**Q98. Our VAP that is applying for the grant funding is operated by a unit of our local government - the County Probation Department. In reference to the question on the 2022-program-information-form that reads:**

- **Federal Funding Accountability and Transparency Act (FFATA): Does more than 80% of your organizations' annual gross revenue come from the Federal government? YES NO**

**My question is: Would the "organization" referred to in this question be the VAP or the entire Probation Dept.?**

The entire Probation Department.

**Q99. The solicitation does not provide parameters on how much funding we can request. We have ideas for new projects/initiatives/services. Are there any suggestions or guidelines on how much additional funding we can/should request in terms of adding to our existing work?**

See Question 2.

**Q100. The RFA says that the amount of the awards "shall not exceed" \$330,000,000. Three years ago the amount was \$195,000. Does this mean there is 69% more in funding available for awards?**

See Question 3. The \$195,000,000 is not directly comparable in such terms as it did not include the Case Manager program contracts, the Attorney program contracts or any single source contracts that OVS entered into. These solicitations and single source contracts all end on 9/30/2022. Any program seeking continued, or new, funding would, if successful, receive an award from this \$330,000,000.

**Q101. Can you confirm that we do not need to worry about providing a match in the budget for the application?**

See Question 22.

**Q102. We have not used the Consolidated Funding Application before. Is there a guidebook, resource or training on how to use it? What is involved in setting up an account and submitting an application?**

See Question 19.

**Q103. Can we submit multiple applications or only 1 application per agency?**

See Question 16.

**Q104. Do our PMT goals need to be consistent with prior contracts? Is it possible to decrease goals as our volume has shifted with COVID and vacancies?**

No these goals do not need to be consistent with prior contracts. Proposed services should be aligned with the budget and workplan narrative.

**Q105. Can we include the work of interns/volunteers in our performance targets even though there is no match the first year?**

Services provided by interns/volunteers can only be recorded in performance targets when interns/volunteers are utilized for match purposes. While match is waived for year one, applicants may choose to provide match in order to record these services.

**Q106. What is the ID# for this RFP on the Grants Gateway?**

There is no ID for this RFA on Grants Gateway.

**Q107. What is the deadline for years 2 & 3 budgets to be uploaded to the Grants Gateway?**

See Question 42

**Q108. The RFP states on page 15 that years 2 & 3 budgets must be uploaded in the Grants Gateway and on page 19 it states that it must be submitted as part of the online application. Are we to submit it in both places?**

See Question 42.

**Q109. On page 15 it states that “the total funding for each year of the contract must be identical”. Does this mean the totals must be identical or does each budget line have to be identical?**

See Question 21.

**Q110. Should we win an award, will the NYS MWBE mandate be enforced in all three years of the contract?**

See Question 6.

**Q111. If permitted and we submit multiple applications, do we have to submit “common” forms such as the annual funding sources with each application?**

See Question 16. Each application will be required to submit all required documentation.

**Q112. If given funding through this RFP should we expect that it will be less than we are currently receiving?**

Awards will be distributed at the discretion of OVS based on the criteria laid out in the RFA. Applicants should not consider this solicitation or any resulting award as an extension of existing contracts; this solicitation and any resulting awards stand on their own.

**Q113. On page 27 it indicates there is no advance payments. Does this mean we are unable to ask for the 25% advance on the contract to support cash flow? The advance has been our saving grace as this is a quarterly reimbursement and can lead to significant cash flow issues.**

No advance payments will be allowed under any contracts resulting from this solicitation due to the provisions of the U.S. Department of Justice’s Office of Justice Programs [Financial Guide](#). OVS must adhere strictly to the cash on hand draw down requirements.

**Q114. On page 15, language indicates total funding for each year must be identical. Does this mean total funding is the same and any assumed salary increases must be met with reduced costs from other area? Or does it mean that budget categories need to be the same, but amounts may be different? In our last OVS contract, our budget amounts increased approximately 3% each year. Are we to assume this will no longer be the case?**

See Question 21. The total award will not be increasing for each year of the contract.

**Q115. Scale of deliverables: How many clients are grantees presumed to serve?**

See Question 50.

**Q116. Grant: what is the size of each grant? Will it be paid per client (and if so, at what rate)?**

See Question 2 and Question 51.

**Q117. Can a grantee serve niche, cultural communities and/or certain community districts or is the expectation that the grant recipient serve all individuals in a county?**

Yes, a grantee may serve niche and/or cultural communities but must also be willing to serve all victims of crime in need of assistance. See Question 87 and Question 88.

**Q118. What is the catchment area for the grant – borough, district, neighborhood?**

This RFA does not specify the catchment area as any specific geographic unit. The RFA requires each applicant to identify the percentage of services that your organization anticipates offering in each New York State county (See RFA page 17 – Counties Served Form).

**Q119. Is there a maximum dollar amount that can be requested by applicants? Or, is any total-request amount allowed, with appropriate justification, understanding that the full amount may not be funded?**

See Question 2.

**Q120. On page 15 of the RFP, it states “Applicants must upload an excel spreadsheet containing the second year and third year budgets in the grants gateway”. As the Future Funding Spreadsheet is required to be uploaded in the CFA site, is this an additional requirement to also upload the same document into the NYS Grants Gateway?**

See Question 42.

**Q121. As a domestic violence agency that helps individuals who have experienced a wide variety of types of violence, how might we most correctly answer the question, “What percentage of your proposed budget is dedicated to serving victims of gun violence?” None of our budget is strictly dedicated to serving victims specifically of gun-violence; however, are you asking us to estimate what percent of past victims we’ve served have been victimized in incidents including gun violence?**

If an applicant anticipates serving victims of gun violence, please estimate the percentage of the *proposed* budget that will be dedicated to serving victims of gun violence. Zero percent is a valid response if you do not anticipate providing services to victims of gun violence.

**Q122. In responding to the “What is your project name?” question-prompt, are we allowed/encouraged to include not *only* our agency’s legal name, but *also* a**

further descriptive phrase (for example: “[Name of our nonprofit, inc.]: Services and Support for Victims of Domestic Violence”)

Yes. That is allowed.

**Q123. The RFA appears to use the term “Workplan” in more than one context, and we’d like to request extra clarity. On page 13, section 3.4 “Workplan Overview,” the RFA indicates “Applicants must submit one detailed narrative for each of the following sections of the CFA [Problem Statement; Proposed Services, Implementation, and Evaluation; Organizational Capacity].**

**QUESTION: Do our responses to those three bolded headings constitute the definition/boundaries of the “Workplan”? Or, if not, what else is part of the required “Workplan”?**

Page 39 of the RFA includes a bullet under “8. OTHER IMPORTANT REQUIREMENTS FOR FUNDING” that says, “All successful applicants (except as noted otherwise in Section 3.4.1) must provide a response for the one required objective and task that is listed in the Workplan Overview Section. This is a pass/fail element of this procurement.” **QUESTION: Where within the CFA is the “Workplan Overview Section” (and the associated “one required objective and task”) located? And/or is the funder intending applicants to use Grants Gateway to seek and respond to such named question?**

All parts of the application will be submitted in the CFA only. The pass/fail workplan question is located on the Questionnaire tab, under Workplan Requirement, it is Q\_12549. Problem Statement, Proposed Services, Implementation and Program Evaluation, and Organizational Capacity are also located on the Questionnaire tab, near the bottom. Budget Narrative is also required and scored and located in the same tab at the bottom.

There is no separate workplan overview entry. Section 3.4 Workplan Overview and Section 4.1 Application Evaluation delineate most clearly what is required.

**Q124. Is it acceptable for an employee covered by this grant to perform strictly or mostly *Information and Referral*-related activities (for example delivering presentations in the community to encourage any audience members who have been victimized by domestic abuse and/or other intimate partner violence to understand that they are crime victims and to take actions to access needed services), even if the longer-term results of their information-and-referral activities cannot largely be captured in Rows 21-34 (Section “A. Information & Referral”) of the Performance Measurement Tool? For instance, an employee in this role may need to make numerous presentations across the community that ultimately result in several key**

referrals to targeted crime-victim resources such as domestic violence counseling, advocacy, or case management, but the numbers that accumulate in Section A may be modest. Is this use of funds permissible?

Yes, this is allowable. See Question 25 for further information.

**Q125. Page 14 of the RFA, Section 3.4 Workplan Overview, Organizational Capacity: What is meant more precisely in the last sentence: “Strong applicants will describe how they promote coordinated public and private efforts to assist victims of crime within the community.”? Are respondents being asked by OVS to detail our partnership as a *nonprofit* organization coordinating with the *government* sector OR instead to detail our public relations/social media/events strategies to get word out about available services generally? Can OVS please define the nuance meant by “coordinated public and private efforts”? And can OVS please clarify if this is the same thing as “current collaborative efforts with other community organizations and agencies that are in support of their programs”, also referenced on page 14, in the previous sentence? Guidance here is appreciated.**

Each applicant should use their discretion as to how best to respond to this question as it relates to their program and their activities. Any relationships and/or collaborations with outside entities can be detailed here, whether public or private, that reflect community coordination of activities that result in the provision of better services to victims of crime.

**Q126. Page 15 of the RFA, Section 3.5 Budget Overview, Matching Funds and Policies: Is/Are there one or more specific metric(s) that OVS would prefer applicants to present to OVS in order to best demonstrate the required “history of providing services in a cost-effective manner”? If not, is the response permitted to be a qualitative description about how such efficiency is achieved?**

There is no specific preferred metric. A qualitative description is acceptable.

**Q127. Are applicants allowed to offer a gift cards and/or gas cards (totaling between \$10 to \$50 per victim, based on context) as part of Evaluation costs to encourage victim participation in data collection (e.g., especially around satisfaction surveys, quality-improvement) to help assure the maximum impact of the program and greatest chance for victim-informed, continuous quality improvement? (This would help applicants address the program-specific objectives and goals and determine the extent to which they are being achieved, so we can make adjustments.)**

Gas cards and/or gift cards can be provided for the purpose of meeting the short or immediate term needs of victims of crime. These expenditure types are

contingent upon the approval by OVS of the applicant's purchasing, distribution, and tracking policy for such items. OVS is required to ensure that VOCA-funded projects have written policies and internal controls regarding the purchase and use of such cards, and that such cards are used only as reasonably necessary. Such policies should address what approvals are required to purchase the cards, how the cards are stored and accounted for, what items may be purchased with the cards, and what supporting documentation is required for purchases. For example, if an organization allows staff social workers to use gift cards to purchase emergency items for a victim of domestic violence, it should require the social worker to obtain prior approval from an office manager and/or supervisor, and, after purchase, to file the receipts with the written approval documentation. The organization should record the amount of the gift card in its general ledger when purchasing the gift card, track the actual amount spent on the gift card that was used for grant-related services, and make adjustments for any amount spent on the gift card that was not used for grant-related services. This guidance comes from [VOCApedia](#).

No, you cannot use any grant award made under this solicitation to provide an incentive for victim participation in data/evaluation activities.

**Q128. Are there any word or page limits to the narrative section?**

See Question 65.

**Q129. At the time of application for 2019 VOCA funding the RFA included victimization type child neglect as an eligible category for victim compensation through OVS, but after the contract began we were told victims of neglect (without a documented criminal act) were not eligible for compensation. This severely limited the number of eligible clients we serve who could apply for compensation and we did not meet our target for submitted applications. Should we address this in our 2022 application and will this impact our award?**

For information on compensation eligibility see [ovs.ny.gov](https://ovs.ny.gov). Please also see the [OVS Compensation Training Series](#).

As it relates to VOCA Victim Assistance allowable services, please enter all services which you intend to provide should your application be awarded. All applications will be evaluated in accordance with the parameters detailed in the RFA. While this RFA stands alone and separate from past RFAs and OVS evaluates applications with that in mind, that is not to say applicants cannot make their current application based, in part, on what they have learned from prior experience.

**Q130. Page 15 of the RFA states that "Applicants must upload an excel spreadsheet containing the second year and third year budgets in the grants**

**gateway.” The RFA states we are to use the Consolidation Funding Application instead of the Gateway to submit our application. Please clarify.**

See Question 42.

**Q131. Are the service definitions remaining the same as the previous contact? If not, can OVS provide us with an updated version? Are the service definitions subject to change?**

Refer to [Office for Victims of Crime Performance Measure Dictionary and Terminology Resource](#).

**Q132. What is the definition of a “New Applicant”?**

See Question 76.

**Q133. The RFP states that “All successful NEW applicants must demonstrate substantial financial support from sources other than the Crime Victims Fund. This can be demonstrated when at least 25% of the program’s funding in the year of the award or the year preceding the award comes from sources other than the Crime Victims Fund, which may include other federal funding programs. (Applicants must upload the Annual Funding from All Other Sources Form as part of the online application to document other financial support.). This is a pass/fail element of this procurement.” In order to clearly understand this budgetary requirement. If an applicant’s current budget is \$1,000,000, what is the maximum grant that they can apply for?**

Applicants must demonstrate that at least 25% of their current funding, or the previous year's funding, is from sources other than the Crime Victims Fund (see RFA page 38).

The maximum a program could successfully negotiate with a \$1,000,000 budget would depend on the amount of that budget that came from sources other than the Crime Victims Fund. If a program has a \$1,000,000 operating budget, theoretically they could apply for a grant of \$4,000,000.

**Q134. What is compensable under relocation and transitional housing? Emergency food/shelter/clothing, in-home short-term care and supervision services? (Page 24 bullet 3)**

**a. What victimizations would be eligible?**

**b. Define in home short term care and supervision services?**

OVS requires an awardee to have a policy regarding cash disbursements of any kind. The organization receiving the award would determine victim of crime eligibility. See 28 CFR §94.119(k), 28 CFR §94.119(l), 28 CFR §94.119(a), and VOCApedia for further information.

**Q135. Do VOCA funded VAP have to do Surveys?**

No.

**Q136. Can we use VOCA funds for victim transportation to our office and from our office such as metro cards or ride share contracts?**

Yes. See Question 127 for further information.

**Q137. Do we need to specify memberships and conferences we want to attend or can it just be general funds for memberships and conferences?**

Programs should use general terms when referring to memberships and conference costs.

**Q138. Can we include CEU/CLE subscriptions for staff to maintain licensures /Certifications?**

No, CEU/CLE subscriptions for the sole purpose of staff maintaining licensure/certifications are not allowable. CEU/CLE credits that are included in VOCA allowable trainings would be allowable.

**Q139. Coalition membership dues?**

Coalition membership dues are an allowable expense. See 28 CFR §94.109(b)(8).

**Q140. Can we use VOCA funding for food for outreach events?**

No. Emergency food for victims of crime is permitted. Food for outreach events is not an allowable expense. See 28 CFR §94.119(a)(5).

**Q141. Do we have to fill out the priority categories as a new agency?**

Yes. All applicants must complete the Priority Categories Form that shows the percentage of funds that your organization anticipates using to serve each priority category, or categories (see RFA page 17). Zero percent is a valid response if you do not anticipate providing services to victims of a particular priority category but you must have at least one priority category to be eligible for funding. See also Question 86.

**Q142. Do we need to add the numbers of whom we served outside the county?**

Yes. All victims of crime served should be counted, there is no exclusion for victims served who do not reside in the program's county.

**Q143. Can we / should we put in annual salary increases?**

Annual salary increases are allowable. Please keep in mind that total annual award amounts will be identical. See Question 21.

**Q144. Can we use VOCA funds to co-sponsor events?**

In most instances co-sponsoring events has been found to be unallowable. OVS decides on these on a case-by-case basis assessing whether the specific tasks or expenditures are VOCA allowable.

**Q145. Does non OVS applicable victimizations qualify for Repair/replacement of essential personal property, security systems and cell phones, lock changes, window and door replacement.**

Reimbursement of crime victims for expenses incurred as a result of a crime is unallowable, see 28 CFR § 94.122(f) except as otherwise allowed by other provisions, see 28 CFR § 94.119(a).

**Q146. What is compensable under immediate health and safety needs for crime victims ?**

See 28 CFR §94.119(a) for a list of allowable direct services costs for immediate emotional, psychological, and physical health and safety needs.

**Q147. In the basis for award, will you consider government applicants in competition with CBO/non-profit service providers? Or are there different pools of applicants?**

**Will funds be allocated among NYS counties based on number of people served, or geographic parity? If not, is there any other factor that will be used to determine proportionality?**

There is only one pool of applicants and there is no division between local government applicants and non-profit applicants. See Question 37 for clarity on the geographic component.

**Q148. Do sub-awardees need to be named before submitting the application or can they be identified after submission and/or upon receipt of award?**

Sub-awardees do not need to be named before submitting the application. This will be required prior to contract execution.

**Q149. Does a volunteer need to be named before submitting the application or can they be identified after submission and/or upon receipt of award?**

**Do all applicants, not just those that are not-for-profits, need to name a volunteer for their project?**

Specific volunteers do not need to be identified during the application process; “Per VOCA requirements, all successful applicants must demonstrate that they use at least one (1) volunteer in their agency. As previously mentioned, if you don’t have an active volunteer, you must verify that your organization is seeking one” (see RFA age 18).

**Q150. Under Section 5.4 Funding Purpose, on the 6<sup>th</sup> bullet on p.25 states “Restorative Justice opportunities for victims of crimes to meet with perpetrators if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to the victim.”**

- **Are we able to use funds from this grant to pay facilitators who will prepare for and conduct these meetings?**
- **Are we able to use funds to train our staff in these facilitator roles so we will not need rely on outside resources for those services in the future?**

Yes, facilitators are an allowable cost. Yes, training such as this is VOCA allowable.

**Q151. On row 4 of 2022-position-description-form.xlsx, the VOCA Allowable text is cut off. What must be maintained by people performing direct services under the grant?**

Everyone performing direct services under the grant must maintain a Summary of Services log.

**Q152. Are we allowed to include an indirect cost rate in our budget? If so, is there a separate form for this? If so, can we also use the Prorating Worksheet to directly charge a prorated share of expenses?**

Indirect costs rates can be included in an applicant’s budget submission. The prorating form is required for any budget expenses that must be prorated and that are not included in the indirect cost rate. See Question 26 and Question 8 for further information.

**Q153. Allowable Sub-Recipient Administrative Costs may include “security systems.” Does this allow for cyber security as well?**

Yes, cyber security is allowable. This is a cost that in most instances must be prorated (CFR §94.121(f)(9)).

**Q154. We are required to conduct background checks on our board, staff, and volunteers. Is staff time to complete the background check process and the fees for background checks allowable under the grant?**

Background check fees for staff funded under this grant is allowable. The time spent completing background checks is not allowable.

**Q155. Will there be a requirement for proof of a “criminal charge” against the perpetrator in order for victims to apply for Victim Compensation?**

Nothing in this RFA or any resulting award(s) alter any statute, rule, or regulation of the State of New York as it relates to eligibility for Victim Compensation, or policy or procedure of the Office of Victim Services as it relates to Victim Compensation.

**Q156. How is the two-year renewal of the original three-year grant determined? What criteria are considered?**

There are several variables that would determine whether OVS would exercise the two-year renewal option, or not. The most significant would likely be the amounts of any future VOCA Victim Assistance awards that the State of New York receives over the period in question.

**Q157. The side-by-side VOCA Assistance Guide does not seem to coincide with the VOCApedia or may have not been updated? For example, some items that were previously categorized as “VOCA Administrative” are now “Other VOCA Allowable.”**

The Side-by-Side Comparison of the VOCA Victim Assistance Guidelines and Rule and VOCApedia are resources put together by the Office of Victims of Crime. Per VOCApedia, the tool is updated as they receive questions from the field and obtain answers. The Side-by-Side Comparison was updated on August 8, 2016, to correspond with changes in the VOCA final rule. These documents are provided as useful resources only.

**Q158. The RFA says that the budget for year 2 and 3 must be identical to year 1. How should that be handled when staff raises will increase the budgets for those years? Also, according to page 15, the match is waived for year 1, but not for year 2 and 3. Therefore, the budget cannot be identical. How should that be shown on the budget?**

See Question 21. The budget being flat applies to those funds being requested

**Q159. If restorative justice is being used in our community to divert youth from court or as an alternative to prosecution, is it an allowable service for an advocate to support, accompany and advocate for a victim through the process?**

Victim advocacy and accompaniment are VOCA allowable (28 CFR §94.120(g)).

**Q160. Will proposals be cut before consideration of requests within by some percent based on the total amount being requested by all applicants?**

See Question 17.

**Q161. Is there consideration being made to leaving some “base level” services in each individual county prior to determination of proposal cuts (or expansions being requested)?**

See Question 37.

**Q162. Are there any considerations being made to the degree of expansion of some programs in the last “go for the moon and the stars” proposal process (2019)?**

Each application will be evaluated based on the criteria laid out in the current RFA. See page 13 of the RFA, specifically “Proposed Services, Implementation, and Evaluation”. “Implementation” is specifically addressed and will be one of the factors considered in the evaluation of proposals.

**Q163. Can you please clarify 20% of administrative costs, is this including salaries and overhead costs and is this 20% of each administrative salary or 20% of the total funding year ?**

Please see the Position Description Form for a definition of VOCA administrative costs. Overhead costs associated with de minimis and federally negotiated indirect cost rates will be listed in Operating Expenses and are not included in the 20% maximum. Administrative costs should not be duplicated. See Question 89 for further information.

**Q164. Can you give more detail as how to the budget should be the same dollar amount for the total three years as salaries and fringe would go up based on COLA?**

See Question 21.

**Q165. For the Evaluation section, how would you like that demonstrated? Describing the process or may we upload current surveys?**

See Question 78. The response to this part of the RFA is via direct entry into the CFA. Document uploads are limited to RFA required documents only.

**Q166. I do not see what section pays for a portion of the fiscal duties associated with the contract other than FCR, there are many financial duties that are required of managing a contract including, payroll, accounts payable, receivable., compliance, ... is this where you would like us to capture this work?**

OVS grant funds can be used to complete all fiscal paperwork including FCR, budgets and budget amendment requests. OVS grant funds cannot be used for organizational expenses such as accounts payable or receivable. Those types of administrative expenses can be supported by utilizing a de minimis rate, or a federally negotiated indirect cost rate.

**Q167. Are smaller local contracts that are not federal money count as a match?**

Yes, any amount of non-federal expenses or in-kind expenses that are VOCA allowable can be used as match.

**Q168. May organizations submit more than one application, e.g. one for shelter-based services, and one for services for children? Is there any maximum or other guideline on structuring multiple applications? Conversely, may several programs be submitted under a combined application if they are united thematically, e.g. an application which includes proposed programming in family courts, criminal courts, and community offices?**

See Question 7 and Question 16.

**Q169. The character limits in the consolidated funding application questionnaire form are very low. Must narratives stay within those restrictive limits, or is there an option to attach a word document with a more extensive narrative?**

See Questions 65 and 70. Document uploads are limited to RFA required documents only.

**Q170. In previous cycles, there has been a requirement for an extensive quantitative web-based work plan with goals, objectives, tasks, measures, etc., in addition to the narrative sections described in Section 3.4. In the current solicitation and CFA application, it appears that the workplan sections are only narrative, with no separate workplan form/drop down. Is this accurate?**

Applicants are required to complete and upload the Performance Measurement Tool Form as outlined in Section 3.6 of the RFA, page 16.

**Q171. If more funding is directed to the NYS VOCA program in future, will additional funds be made available? How?**

If additional funding is made available for victim assistance purposes in the future, OVS in its sole discretion, will determine how such funds may be distributed.

**Q172. How specifically will budgets and pricing be evaluated? Can you give specific examples or more information about what is or is not considered reasonable?**

Programs should ensure that sufficient detail is provided, that the budget is reasonable, appropriate for the number of positions to be funded, and in compliance with funding restrictions and limitations noted elsewhere in the RFA. The workplan and budget (including narrative) should be consistent with each other. All applications will be evaluated according to the criteria set forth in the RFA.

**Q173. Given that the solicitation asks for providers to demonstrate how we evaluate effectiveness, would OVS consider allowing providers to fund research staff?**

Research and studies, except for project evaluation under 28 CFR § 94.121(j) is unallowable. Costs related to the evaluation of specific projects (in order to determine their effectiveness) is allowable.

**Q174. P.15 BUDGET OVERVIEW: “The total funding for each year of the contract must be identical.” While this appears very clear I just wanted to seek some clarification. I take this to mean that for all 3 years the fund requests must be for the same amount? Meaning if year one’s request is \$100,000.00 it has to be the same amount in year two and year three? Is that correct?**

Correct. See Question 21 for further information.

**Q175. P.18 “All successful applicants must demonstrate financial support from sources other than the Office of Victim Services” Historically my program has received substantial in-kind match from our local government, which we expect to continue. How would you like us to demonstrate the financial support of our County? Could you give some specific examples? Is there a document that you would like signed?**

Please complete and upload the Annual Funding From All Other Sources spreadsheet.

**Q176. P.30 5.26 EVALUATION PLAN: In the RFA document, 3.4 Workplan Overview, as a part of the application we are to demonstrate the use of an evaluation process to measure the effectiveness of the program. Currently we have a two-person program. Could you provide examples of an evaluation plan/process created by other VICTIM ASSISTANCE PROGRAMS providing**

**victim services? Could you refer me to additional resources to assist me in this aspect of the application?**

These evaluations vary significantly among the VAPs that are currently funded. The plans tend to be geared towards the individual needs of each program and the services offered. OVS will not provide any examples of current documents for the purposes of this application. See Question 78 for further information.

**Q177. P.32 5.30 REQUIRED ASSURANCES: “Provide the name of a civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met and who will act as a liaison in civil rights matters with the U.S. Office for Civil Rights, Office of Justice Programs.” As a VICTIM ASSISTANCE PROGRAM that is run through the District Attorney’s Office, we work with the County Civil Service attorney. Can she be the liaison that is responsible for the civil rights compliances within the County?**

Yes, programs can use their discretion when providing an appropriate contact.

**Q178. Minority & Woman-Owned Business Enterprise Requirements. Historically, as a VICTIM ASSISTANCE PROGRAM that is part of the County we have been required to use state contracts that only allow us to use specific vendors when purchasing items. Will the VICTIM ASSISTANCE PROGRAM be expected under this RFA to purchase a percentage of items from MWBE?**

See Question 6.

**Q179. Prorating Worksheet: Historically our County has handled prorations (if any) for the program. Can we continue to have the County handle prorations or is the prorating worksheet something that must be included in each application. Even though we have a long-established program, I realize this is a competitive process and I want to make sure that we are not penalized for failing to upload this form (or upload a blank form). Any guidance you can provide is appreciated.**

See Question 23. Direct charges prorated by staff’s percent of effort on the grant or the (4) methods of prorating on the Prorating Form are the only allowable methods of prorating. The Prorating Form is a required form should you wish to have costs that require prorating to be considered.

**Q180. P.11 Pre-Qualification in Grants Gateway: If we are an existing VAP through the county and already are using Grants Gateway for submitting the FCR and other grant required information to OVS, do we need to do anything to pre-qualify in GG prior to submitting the RFA through the Consolidated Funding Application?**

All successful not-for-profit applicants must be prequalified in the Grants Gateway at the time of the RFA submission deadline (see RFA page 38). Local government programs are exempt from prequalification.

**Q181. What, if any, is the cap on administrative funds?**

See Question 89.

**Q182. For underserved victims, cultural and linguistic competency are key to successful interventions. Can you describe whether these areas will be taken into consideration when reviewing proposals?**

Each application will be evaluated based on the criteria laid out in the RFA.

**Q183. Given the increased need for support of domestic violence and sexual assault victims/survivors during the pandemic, does OVS have plans to release additional resources to meet the expanded need for services ?**

See Question 171.

**Q184. With respect to Matching Funds (p. 15 & 16) –**

- 1) Can a county agency that is located in a county owned building count the space used by OVS as match using the approved square foot or FTE method?**
- 2) What are the stipulations that make using space as match allowable or not allowable?**

The value of owned space including mortgage payments cannot be used as match according to 28 CFR § 94.122(e). Utilities and maintenance expenses for the owned space on a prorated basis is allowable. Match is held to the same VOCA allowability standards as budgeted expenses.

**Q185. The RFP makes mention of an evaluation plan and evaluation process on page 13 and 30. What if any specific criteria should the evaluation plan be addressing and how often will applicants be required to provide updates in response to the evaluation plan?**

Pages 13 & 14 of the RFA state that “All applicants must demonstrate the use of an evaluation process that they will use to measure the effectiveness of their program. The evaluation should be structured to address program specific objectives and goals and determine the extent to which they are being achieved. Evaluations should be used to continuously make any needed adjustments to meet the overall outcome(s). Please note that while VOCA funds can be used for the cost of the project evaluation component and that programs can decide which form of evaluation they prefer to use, research and studies, except for the project evaluation, are prohibited.”

The criteria chosen to be evaluated is at the discretion of the applicant. Updates as to the implementation and maintenance of the evaluation plan are at the discretions of OVS.

**Q186. The PMT has a category for “immigration attorney assistance”, however the RFP references only restraining orders and “Legal services including but not limited to divorce, custody, and support proceedings that arise out of the victimization.” Will VOCA provide funds to provide immigration legal assistance for victims of crimes?**

Attorney services for immigration related to victimization are VOCA allowable. See 28 CFR §94.119(f).

Please note that victim eligibility under this program for direct services is not dependent on the victim's immigration status.

**Q187. Will OVS provide training linked to the new application submission system?**

See Question 19.

**Q188. The RFP did not provide definitions of the categories under the PMTS. Will OVS be providing these definitions or will the definitions currently available on the website under the documents named “OVS Reporting Instructions and Definitions” and “FAQ - Reporting Requirements” remain operative?**

See Question 131.

**Q189. Is there a word limit to Problem Statement; Proposed Services, Implementation, and Evaluation; and/or Organizational Capacity sections of the Workplan? Would it be acceptable to include a pdf copy of these sections with the application so that charts, tables, graphs, etc. could be submitted?**

See Questions 65 and 70.

**Q190. Is the submission of MOUs and/or formal documentation of collaborative efforts required? Would these items be accepted?**

No. See Questions 65 and 70. Only required documents outlined in the RFA will be accepted for submission (See RFA pages 16 and 17).

**Q191. Regarding the Match, if a match is waived for year one of the contract year, does the budget still need to show a match amount in the first year's budget even though it has been waived?**

See Question 22.

**Q192. Is only Year 1 budget is due in the CFA system?**

In addition to uploading the year 1 budget, the Future Funding Form is required for years 2 and 3. See RFA page 17.

**Q193. Are Years 2 and 3 are entered on the 2022-future-funding excel spreadsheet and uploaded in Grants Gateway only or are they uploaded in Grants Gateway and CFA?**

All required uploads are uploaded directly to the CFA only. See Question 42.

**Q194. Should a grantee only have one login to the Consolidated Funding Application or multiple logins for the same agency? (Such as 1 program staff and 1 for fiscal staff.)**

There can be multiple logins for the same agency, but each application can only be accessed by the user/email it is registered to. If multiple people from an agency wish to work on an application together, the information for the application would all need to be entered and managed through one login/person.

**Q195. I would like to know if the anticipated total number on the PMT can be changed from our current numbers?**

See Question 104.

**Q196. My organization currently has three contracts under this grant program coming to a close and we intend to reapply for all three. Are we permitted to submit separate renewal applications for these three contracts or should they be combined into one application?**

See Question 7 and Question 16.

**Q197. Is there is an option for a one two-year renewal at the end of our contract year?**

Yes. See Question 156.

**Q198. What trainings will be required by OVS?**

Annual sexual harassment prevention training for all employees is required to be provided by the agency (see RFA page 32). Programs providing legal services/attorney services will be required to attend training provided through the

Crime Victims Legal Network (see RFA page 10). Additional trainings may be required by OVS.

**Q199. Will OVS provide guidance as to how to “communicate, coordinate and collaborate with CVLN?”**

Guidance on CVLN requirements will be provided, as needed, to applicants that receive awards as part of this RFA.

**Q200. Is there a minimum referral requirement regarding the CVLN that an agency needs to accept or respond to?**

No.

**Q201. What if any legal trainings will be offered through CVLN?  
What topics will the CVLN legal trainings cover?  
Will the legal trainings offered through CVLN provide CLE credits?**

See Questions 198.

**Q202. Is there a limit to the request for funding to participate in CVLN meetings and/or trainings?**

There is no specific limitation. All requests must be reasonable and justifiable (see RFA page 10).

**Q203. Are the court related activities mentioned on page 24 of the RFA limited to criminal justice proceedings or can they include civil proceedings?**

Civil proceedings can be included (28 CFR §94.119(f)).

**Q204. Is there a limit to how much can be requested for skill(s) training for staff?**

No, there is no limit. If awarded, all training must be pre-approved by the program's OVS Contract Manager.

**Q205. We have some questions regarding the 2022 VOCA Victim and Witness Assistance Grant Program. Volunteers:**

- **Page 18, bottom bullet – Successful applicants must demonstrate they use at least one volunteer. Does the volunteer need to be year-round?**
- **Should volunteer hours be included in the budget as in-kind resources? If yes, at what rate should we calculate volunteer hours?**

No the volunteer does not have to be year-round. Volunteer hours do not need to be included in the budget as the Match requirement is waived for year 1. See Question 24 for further information.

Volunteer hours are not required to be included in the budget as in-kind resources. Should you wish to use volunteer time as match, the value placed on volunteer 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 in the local labor market.

**Q206. Compensation applications – page 14 – our program has strong working relationships with other local VAPs and often relies on them to provide assistance to victims in the completion and submission of compensation applications. We will acknowledge the requirement to assist in the completion and submission, but is it allowable to refer victims to other VAPs for this piece? If it is allowable, will it negatively impact our application score?**

Yes, referrals are an allowable service, however, all applicants must acknowledge that they are required to provide assistance to victims of crime in the completion and submission of compensation applications. Applicants who fail to identify their willingness to provide assistance to victims completing compensation applications will not be considered for an award under this opportunity. See RFA 3.4.1.

**Q207. Budget and Match**

- **Page 15, 3<sup>rd</sup> bullet states, “Applicants must upload an excel spreadsheet containing the second year and third year budgets in the grants gateway. This document can be found under pre-submission uploads.” Since the application is being submitted in the CFA system, this may be a typo. Please clarify where the second- and third-year budgets should be uploaded.**
- **Page 15, 6<sup>th</sup> bullet states, “Note that for year 1 (10/1/2022 - 9/30/2023) of any awarded contract these match requirements are waived.” and Page 16, 1<sup>st</sup> bullet states, “Applicants should avoid committing more than the required match to the VOCA funded project.” Does this mean that we should not show a non-federal match in the Year 1 Budget?**
- **Should we show a non-federal match in Year 2 and 3 Budgets?**

See Question 22 and Question 42 for further information related to the above questions.

**Q208. What is the maximum amount we can request on the grant application?**

See Question 2.

**Q209. I have reviewed the RFA on the above subject grant. Our agency currently has 5 contracts with OVS – Domestic Violence, Sexual Assault, Crime Victims, Attorney, and Case Manager. Would it be most beneficial for the agency to submit one overall application or 5 separate applications covering each area as before?**

See Question 7 and Question 16.

**Q210. WJCS has several questions related to the 2022 VOCA RFA:**

- **Is there an award minimum and maximum?**
- **How many awards do you anticipate making?**

See Question 2 and Question 36.

**Q211. Can we apply for just one priority area? For example, to enhance a program for mental health support for adult survivors of childhood sexual assault.**

See Questions 4 and 86.

**Q212. Is there a geographic consideration for awards?**

See Question 37.

**Q213. Do you encourage partnership and if have partners, do you require letters of commitment?**

Applicants should detail current collaborative efforts with other community organizations and agencies that are in support of their programs. No, letters of commitment are not required. See page 14 of the RFA “Organizational Capacity”.

**Q214. We understand that the New York State Office of Victim Services has less total funds available for sub-grantee programs than during the previous grant period. Given this, is it appropriate for existing programs applying for funding from this RFA to request larger grant amounts than in their applications in response to the previous RFA, for the proposal of new initiatives or program expansion? Or would you recommend that they request a similar grant amount to the previous RFA, or rather attempt to reduce program costs to request a smaller grant amount?**

- a. If an existing program proposes expansion and/or new initiatives as part of their application, is there a mechanism for the review committee to separate funding for this from funding for already existing core parts of the program if adequate funds are not available? Or does this applying program run the risk of not receiving any funding for its program?**

Applications will be evaluated based on the process explained on pages 17-21 of the RFA. It is at the discretion of applicants as to how much they want to apply for in terms of total requested funding. New and existing programs will be evaluated in the same manner. See Question 162 for further information.

**Q215. We appreciate that the match requirement is waived for Year 1 of the upcoming grant period. If a program is able and intends to have another funding source (for the amount typically required as a match during a year) during Year 1, should that be included in the budget? Will programs that have an additional funding source for Year 1 (even though not required to do so) receive a higher priority for funding, or will this not be considered?**

See Question 22. Inclusion of match on the year 1 budget will not affect final scores.

**Q216. We appreciate the importance of minimizing administrative costs as a New York State Office of Victim Services subgrantee. We wanted to confirm, though, that there is not a specific cap of allowable administrative costs in this RFA. Is that accurate?**

See Question 89.

**Q217. We are a current NYS OVS grantee, having launched a first-of-its-kind Emergency Department (ED) and hospital-based program to assess, provide services to, and ensure the safety of elder abuse / neglect victims while also collecting evidence when appropriate and working closely with the authorities. We are interested in potentially expanding this program to include in-home assessments. We envision our team members including social workers and specialized medical providers conducting assessments to ensure safety and provide services virtually via video-based technology to older adult victims known to our program after Emergency Department, hospital, or sub-acute rehabilitation center discharge. We have a question about whether this proposed expansion of our program constitutes allowable VOCA expenses. We understand that the VOCA guidelines do not allow medical costs, other than emergency medical costs. We believe, but wanted to confirm, that the services we envision are allowable direct services costs because:**

- the social worker and specialized medical provider are conducting assessments and offering services from an elder abuse/neglect perspective and are not providing medical care unless an emergency is identified during the assessment these services will include crisis / supportive counseling as appropriate. Neither the patient nor their insurance is billed at all ever for our program's involvement in their care
- Additionally, we would like to explore use of an innovative strategy, with paramedics assessing elder abuse/neglect victims in-person

**in their homes while a member of our team simultaneously assesses the patient virtually via video-based technology. This unique approach is called community tele-paramedicine. In addition to follow-up of elder abuse/neglect victims after discharge, we think that this strategy may be particularly effective for in-home assessments in collaboration with Adult Protective Services of elder abuse / neglect victims for whom imminent safety concerns may be present. As above, neither the patient nor their insurance would be billed at all ever for these services. Therefore, for the reasons described above, we also think that costs associated with providing services via community tele-paramedicine to elder abuse / neglect victims are also allowable direct services costs. Can you confirm that our understanding is accurate or clarify whether costs for any aspects of this proposed expansion to our program would not be allowable?**

VOCA funds may be used to facilitate activities that support a coordinated and comprehensive response to victim of crime needs by service providers (see 28 CFR §94.120(c)). With the information provided we cannot determine allowability of these costs. See 28 CFR §94.122 (g) for information related to allowable medical costs.

**Q218. Page 12 of the RFA states “the only part of this process occurring in the Grants Gateway is prequalification. Every other part of the application must be conducted in the Consolidated Funding Application.” However, the budget guidelines on page 15 of the RFA states “Applicants must upload an excel spreadsheet containing the second year and third year budgets in the grants gateway.” Can you provide clarification on this? Are there components of the application that have to be completed in Grants Gateway or did you mean to state that the year 2 and 3 excel budgets should be uploaded in a specific section of the CFA?**

See Question 42.

**Q219. We have the following questions regarding the currently open VOCA funding opportunity:**

- 1. If an applicant can combine requests for multiple funding priorities into a single application, and if a single final score is assigned to an application, what happens if OVS wants to fund one program component but not the other? Are the components scored separately?**
- 2. If multiple programs are funded, how, if at all, are services associated with each population distinguished in our reporting on the non-demographic sections of the PMT?**

Program components within a single application will not be scored separately. See Question 16 for further information.

Services provided under a single contract will not be distinguished from each other on the PMT, regardless of programmatic divisions.

**Q220. Will there be a greater expectation for new applicants to propose innovative use of funds compared to existing applicants?**

No.

**Q221. Will there be an in-person OVS conference that we should budget for, or will the only anticipated travel costs be those associated with the CVLN meetings/trainings? Where are those trainings held?**

We anticipate an OVS conference during the term of the contracts resulting from this procurement. Applicants can budget grant funds for this expense. Additional information will be forthcoming regarding CVLN training requirements. The biennial OVS Conference is tentatively scheduled for Summer, 2023.

**Q222. Will the annual evaluation undertaken by applicants be geared toward keeping progress on proposed objectives on track, even if, hypothetically, the objectives become outdated or prove to be impractical as circumstances/understanding change?**

The evaluation process will be used to measure the effectiveness of the program. The evaluation should be structured to address program specific objectives and determine the extent to which they are being achieved.

**Q223. Approximately how many awards does OVS anticipate making under this opportunity?**

See Question 36.

**Q224. Would an application that emphasizes civil legal services not related to family or immigration law (e.g. eviction prevention and consumer law) be competitive?**

Yes, such expenses would be allowable if the services provided are related to victimization.

**Q225. Where would such non-family, non-immigration legal services be reported on the PMT—all under “Other Emergency Justice-Related Assistance”?**

Criminal/Civil Justice Systems Assistance is counted under #8E on the PMT. Programs should choose the subcategory that most closely fits the specific non-family non-immigration legal services being provided.

**Q226. We have several questions regarding the 2022 VOCA *Victim and Witness Assistance Grant Program* RFA that we were hoping you could answer:**

- 1. In the description of *Organizational Capacity* narrative section on page 14 of the RFA, applicants are asked to discuss “current collaborative efforts with other community organizations and agencies that are in support of their programs.” Is it allowable/appropriate for applicants to include letters of support from organizations/agencies that collaborate with applicants? If so, where should applicants attach such documentation? Or should applicants limit themselves to using the Workplan narrative in describing their collaborations with community stakeholders?**
- 2. Relatedly, does the application allow us to upload/submit supplemental documents (e.g. agreements related to proposed activities, etc.) outside of the required forms? Or should applicants describe any agreements in the Workplan narrative? If attached, would such supplemental materials be considered by reviewers in scoring the application?**

See Question 65, Question 70, and Question 125. Only uploaded documents that are requested in the RFA will be reviewed.

**Q227. On page 15 of the RFA, it states that “for year 1 (10/1/2022 - 9/30/2023) of any awarded contract these match requirements are waived. OVS reserves the right to reinstate these match requirements at any time within the parameters of the federal requirements. Individual match waiver requests may be submitted should the match requirements be reinstated.” We wanted to confirm that applicants do not describe potential sources of match for Year 1 at this time. Is that correct? Or is there a potential for match requirements to be reinstated in Year 1 of the contract?—and, as a result, should applicants mention strategies for meeting match requirements in Year 1?**

See Question 22.

**Q228. On page 15 of the RFA, it states that “total funding for each year of the contract must be identical.” We were interpreting this passage to mean that**

- a. applicants should propose that the total request/grant amount to be the same for all three potential years of the contract, but**
- b. program funding totals might change when successful grantees introduce eligible match in Years 2 & 3 of the contract.**

**Is that correct?**

Yes, that is correct. See Questions 21 and 22. Total funding refers to VOCA grant funds.

**Q229. If applicants do not currently have a federally negotiated indirect cost rate, are they still allowed to request a de minimis indirect rate of 10% on eligible direct program costs?**

Organizations that have never had a federally negotiated indirect cost rate may utilize 10% de minimis.

**Q230. Would OVS be able to provide some examples of completed Prorated Worksheets for common VAP expenses? I'm hoping to get more insight/guidance on if and when the form might need to be used for eligible costs.**

OVS will not be providing examples of completed prorated worksheets as part of this process. Please see the examples tab on the 2022 Prorating Form for a few examples of the types of costs that may need to be prorated.

**Q231. I just wanted to confirm that MWBE Utilization Plans are not required to be submitted at the time of application. Is that correct?**

Yes. See Question 6.

**Q232. On page 15 of the RFA, it states that "applicants must upload an excel spreadsheet containing the second year and third year budgets in the grants gateway." I just want to be extra sure that the referenced application document is to be uploaded to the CFA instead and not Grants Gateway. Is that correct? (We're still getting acclimated with the CFA system and did not want to misinterpret this.)**

See Question 42.

**Q233. Is it possible for multiple staff members to access and work on the same application in the Consolidated Funding Application (CFA)?**

See Question 194.

**Q234. We have read through the information on Programs Providing Legal Services/Attorney Services (p. 9). Please provide more details about the expectations of CVLN referral partners; we are especially seeking definitions for numbers 2, 3, 4, 5. For example, for "2. Agree to screen and refer clients" is there a specific screening or referral process or tool to be used? How does OVS define "screen" and "refer"? For "3. Provide advice and assistance" what is the scope of this "advice and assistance"? Advice cases usually mean the interaction between attorney and client is limited to conversation with advice and counsel, with perhaps some referral(s). Is that definition appropriate per OVS? For "4. Offer limited scope representation" who determines the "limited scope"? What does "limited scope" entail? May**

**"limited scope representation" be considered, "limited action"? (By "limited action" we refer to cases where the attorney provides advice and counsel, then takes some kind of action on the client's behalf that is not filing something in court--for ex., speaking to a client's landlord, negotiating with another party or government agency, etc. This could include advocacy with law enforcement or the DA on behalf of a victim client.) Details about number 5 sought too. In the interests of transparency, are grantees permitted to determine the definitions and scope and to share these with potential clients?**

"Screen," "Refer," "Advice," and "Assistance" here are determined at the program's discretion based on the needs and appropriate services for the victim(s) in question. Please note that all services for which funding is requested must be VOCA allowable.

**Q235. Can you please share the scoring rubric? We understand the evaluation process and percentages explained on pages 18-21. We also see the 'scoring tips' in the CFA. We are seeking more detail in the form of a rubric, if one is available, so we are not making assumptions.**

The scoring tips in the CFA provide additional information relevant to the evaluation rubric.

**Q236. Can applicants submit Letters of Support as part of their application for funding, and if so where should we submit them?**

See Question 70. Only uploaded documents that are requested in the RFA will be reviewed.

**Q237. Regarding the Required Program Specific Question 3.4.2 ("What percentage of your proposed budget is dedicated to serving victims of gun violence?"): how should an agency that serves victims of domestic violence and human trafficking, some percentage of whom have experienced gun violence, answer that question?**

See Question 121.

**Q238. I just have one question about this RFA. The RFA is very vague about advances on the grant. Will we be allowed to request a 25% advance each year of this grant?**

No. See Question 113.

**Q239. If additional pages are needed for the required uploads (such as the budget or Position Description Form) how can we resolve this since the CFA only allows a single file to be uploaded for each section?**

If additional pages are needed, we would recommend creating separate forms, print and then scan them as a single document. If an applicant's software allows, they can also combine PDFs into a single file.