

<b>Category</b>	<b>Question</b>	<b>Answer</b>
<b>Budget</b>	Please provide the calculation for the 15% increase in the award amount, it seems to only be a 3% increase over the 2015-16 award.	We are not giving you a 15% increase over the 2015-16 award, we are restoring the 15% across the board cut we made to your original 2016-17 award. If you take your 2016-17 award and reduce it by %15 it will equal the amount currently in your executed contract for the 2016-17 fiscal year. Please refer to page 2 of the Contract Amendment Face Page for the original and amendment award amounts.
<b>Budget</b>	In prior award letters, there's been a maximum PS (personnel services) and NPS (non-personnel services) amount included. Do you know what those amounts are for the upcoming year?	You have the flexibility to determine your NPS and PS. Please remember that VOCA supports direct services and if you refer to the award letter it states that no more than 5-10% of the award should be used to support allowable non-personal services. Please use this as your general guideline when allocating the funds.
<b>Budget</b>	Can a program purchase educational videos and workbooks for support group clients? And would that come out of OTPS (other than personal services)?	Yes, these are allowable costs that will be within the 10% of OTPS cap.
<b>Budget</b>	A program has an ongoing Economic Empowerment Group where clients make jewelry and sell them. They wanted to purchase additional supplies. Would these purchases be covered and come out of OTPS?	No, this is not a VOCA allowable cost.
<b>Budget</b>	In regard to Attachment C, Performance Measure Tool, are we required to input goal numbers? In the past we were to discuss these number with our contract manager first. Is this still the case or do we create the goals without a discussion with our contract manager?	You should insert your proposed goals and send the form in with your contract packets. OVS will then review them and contact you to discuss any adjustments.
<b>Contract</b>	How do we update Signatory and Contact information?	You should update the Program Information Form posted on the OVS website under "2016-17 Program Information Form" and submit with your Budget package. You may also want to consider an update to the Statewide Financial System (SFS), the Grants Gateway system (GGS), and the Vendor Responsibility (VRQ) systems.
<b>Contract</b>	How many copies of the contract must a program submit?	As noted in the checklist on the OVS website, submit three (3) original signed Contract amendment packets. COPIES WILL NOT BE ACCEPTED. Each renewal packet must have a notarized signature page.
<b>Contract</b>	We will be submitting a change to the work plan by June 6th as requested. Do the contract signature pages have to be submitted before that date or can they be submitted on 6/6/ along with the other documentation?	You should submit 3 complete packets of contract documents by 6/6/16.
<b>Training</b>	A programs wants to use current training funds to pay for a domestic violence conference conducted by the National Coalition Against Domestic Violence that will be held in October 2016 in Arizona. Registration is now and we will also need to purchase plane tickets	Training conferences are allowable activities as long as they are designed to improve direct service skills. You must submit a detailed training agenda that can be reviewed for pre-approval. All out-of-state travel requires prior written approved by OVS. Once OVS approves a training, keep in mind that we will only pay for the costs associated with the percent of effort on the contract. If for example an Advocate position is supported 50% by OVS and 25% by match funds, we will only reimburse 75% of conference costs.
<b>Contract</b>	We want to change our DUNS # for grants. Can the number be changed after the application has been submitted and all of the invoices from the grant that expires 9/30 are paid?	That is a decision your organization must make. For the 2016-17 Contract amendments, you must have a valid SAM registration which requires a DUNS number. Your organization can change their DUNS number it at any time, however, the process can be lengthy and you may want to consider waiting until after your amendment is executed.
<b>Contract</b>	The Vendor Responsibility Questionnaire looks like it doesn't apply to government entities. I don't think I've ever filled one out before. Is it required of a County agency?	The Vendor Responsibility Questionnaire is for not-for-profit organizations and does not apply to government entities.

**Contract**

I'm not registered with SAM (System for Grant Management). Since the program information form gives me the opportunity for a Yes/No answer to SAMS registration, is it OK if I just answer with a "No"?

All organizations receiving Federal Funds must be registered with SAM. Your organization must be registered with SAMS in order to receive your Contracted OVS funds. For 2016-17, we are requiring that programs submit a screen shot of their organization's dashboard from SAM to verify that your registration is current.

**Budget**

Can we charge an indirect cost rate?

Indirect costs are not allowable in your 2016-17 budget. While the new Office of Management and Budget Uniform Administrative Requirements call for a federally negotiated indirect cost rate or a de minimis rate, states were not required to amend their contracts to include indirect costs where such costs were not budgeted for in advance (e.g., included in the sub-award application that was funded). Indirect costs will be allowable in future Request For Proposals.

**Contract**

There is a section on the checklist that you want us to be registered for SAM. This site has a fee. I work for a county government and they will not pay for this. What do you suggest?

The System for Award Management (SAM) site does not charge a fee to register. Some VAPs have experienced a pop-up website offering assistance with registration for a fee. If you are directed to any webpage charging a fee for SAM registration, you have been redirected and you should close out the webpage and go to: <https://www.sam.gov/portal>.