



Questions and Answers FY2025 Victims of Crime Act (VOCA)

Responses to questions will be posted to this document within 7 calendar days of receipt.

The deadline for receipt of written questions is **Friday, January 24, 2025 at 5:00 p.m.**

Please submit your questions to mbcc@mt.gov.

Q1: Could you confirm if Federal funds are tied to the FY2025 Victims of Crime Act (VOCA) awards?

A1: Yes, federal funds will be used to fund the FY2025 Victims of Crime Act (VOCA) awards.

Q2: We spend a significant amount of money on direct supplies and items for our foster youth (winter clothes, school supplies, recreational equipment, enrichment opportunities) is there a line item we could expense these through the VOCA grant or are these costs ineligible?

A2: VOCA should not be the primary funding source although this expense is allowable. First, all other avenues for donations and other funding sources should be exhausted. No recreational supplies or equipment are allowed.

Q3: What will we need to report on if we include benefits in our grant request (ie: do we have to show that X% of a grant-funded staff person's actual benefits were for FICA, X% was for social security, etc.?)

A3: See:

- [2 CFR Part 200 Subpart E – Cost Principles 200.431 Compensation – fringe benefits](#)
- [Subgrantee Procedure - AmpliFund Requested Documentation for Expenses](#)

System-generated detailed payroll ledger report must include:

- Breakout of payroll wages/salary per employee, per pay period (must match the time sheets)
- Employer paid fringe benefits o To include health insurance, payroll taxes, workers compensation, retirement, etc.
- For any fringe benefits that are not required by the federal government, personnel policies and procedures, board of directors' approvals, or any other backup documentation must be provided once a grant period.

Q4: If nothing has changed on a signature page, other than that it was signed a few months ago, can this be used and uploaded for the VOCA grant application? All board and staff positions are current.

A4: If you are using the most current version of the signature page. [MBCC - Subgrantee Resources](#)

Q5: I am wondering if current awardees are encouraged to apply for VOCA funding again and what the cost share implications look like if they are currently a recipient?



A5: Current awardees with VOCA grant funding through June 30, 2026, are not eligible to apply until the next funding opportunity, which will open in December 2026.

Q6: For organizations that have very small staff, can we have the same person listed as the project director and the grant activities point of contact for the signature page?

A6: Yes, the Project Director and the Primary Grant Activities Point of Contact can be the same person.

Q7: On page 1 of the opportunity information it says that the 20% match is waived but then goes on to say matching contributions of 20% are required. So do we have to come up with match monies/in-kind monies even if the match is waived?

A7: Match has been waived for this opportunity, grant cycle July 1, 2025-June 30, 2027.

Q8: Is the \$250,000 ceiling per program or is that all the money available across the state?

A8: \$250,000 is the maximum amount each applicant can apply for. Please be aware, if MBCC receives funding reductions at the federal and/or state level, individual awards may be less than the amount applied for in the grant application. Any potential funding reductions will be evenly distributed across all approved grant awards.

Q9: Is it OK to include a match for this grant if we have in-kind volunteer hours to put towards this project, or would you prefer we not list that match in our budget?

A9: Please do not use match. Match has been waived for this opportunity, grant cycle July 1, 2025-June 30, 2027.

Q10: Our organization has more than one Amplifund account. How do we confirm which account our application is being submitted under?

A10: When you are logged in to the Amplifund Applicant Portal, look in the top right corner for your organization's name under your name. If you are having issues, contact Bo Turnbow at 444-4014 for technical assistance with Amplifund

Q11: Just to clarify- the match waiver: does that mean we do not have to include it in the budget narrative for the application at all or does that mean we still put it in the application, it just doesn't go into effect once it's awarded?

A11: You do not add the match to the budget narrative. Match has been waived for this opportunity, grant cycle July 1, 2025-June 30, 2027.

Q12: Is there an actual spot to upload the wellness policy?

A12: Grantees will submit their wellness policy when they accept the award.

Q13: We are unable to click the link on the EEOP Reporting Tool Instructions PDF. Is it possible to get a Word version of the document or the actual link?



A13: Here is the link to the reporting tool: <https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-program-eeop-faqs>

Q14: I was told if nothing changed I could turn in a previous signature page, even if the date was from 4 months ago.

A14: Please make sure that the contact information on the signature page is current.

Q15: Just to confirm-the proposed budget (not narrative) is required to be filled out?

A15: Yes, the budget narrative and the proposed budget need to be completed.

Q16: My question is about the requirement to submit financial reports 15 days after the reporting period end date. Our organization needs at least 30 days to produce an accurate financial report. Since we are required to agree to this term during the proposal stage, what is the best way to negotiate this particular term of the award?

A16: You can submit expenses that fall after the due date during the next reporting period. Special condition #8 - Quarterly progress, financial, narrative and statistical reports, in a format required by MBCC are required for calendar quarters ending: September 30, December 31, March 31, and June 30. These reports are to be received by the Montana Board of Crime Control within 15 days following the end of the calendar quarter. Final financial report ONLY is due within 45 days of the final quarter.

Q17: Is there a recording of the Pre-application Offeror's Call that occurred on January 6?

A17: The offeror's call on January 6 has not been recorded. The question-and-answer period is open until Friday, January 24, 2025, at 5:00 PM.

Q18: Our follow-up question is related to fringe benefit data you are requesting both on the application and, if awarded, the post-award documentation required with our reimbursement requests.

Application

We are requesting clarification on the RFP requirement to provide a percentage level breakdown of our fringe benefit rate. We plan to submit a budget including details for salaries, fringe benefits, and indirect costs. Our budget narrative will include the level of detail below that we routinely provide to our major federal and states sponsors, which we believe is sufficient in providing a clear and accurate depiction of our fringe benefit rates. Since we do not have the percentage level breakdown of fringe rates readily available, does the below data meet the proposal budget narrative requirements for fringe benefits? We would like your confirmation that the below data is sufficient to approve our proposed budget fringe benefits line item, if awarded.

Salaries and Wages	AGENCY CONTRACT LABOR	ADJ Salaries and Wages	Employee Benefits	System Alloc Ben-efit Trusts	Professional Liabil-ity Reduction	ADJ EE Benefits	Fringe Benefit %
108,167,708	5,094,532	103,073,176	10,996,155	30,435,357	\$ (3,752,308)	37,679,204	36.56%



Other than the totals used we do not have visibility to itemize the specific percentages or amounts for any of these areas. What you see below is the reference for what is included in Benefits Trusts, Salary & Wages and EE Benefits.

Benefits Trusts	
Bucket:	Driver:
Health & Welfare	Medical Enrollees
Pension/Retirement	FTE
Professional Liability	50% Prof Liability Claims (5 year look back) + 50% AOB
Workers Comp	70% Workers Comp Claims (3 year look back) + 30% FTE

Salaries and Wages:
Description
MANAGEMENT SUPERVISION SALWGS
TECHNICIANS SPECIALISTS SALWGS
RN SALWGS
LPNS LVNS SALWGS
PHYSICIANS SAL
NON-PRODUCTIVE
AGENCY CONTRACT LABOR
OTHER SALARIES WAGES
IAF SALARIES AND WAGES EXP
IAF SALARIES AND WAGES OOB
Employee Benefits :
Description
ACCR VACATION HOLIDAY SICK LV
PENSION AND RETIREMENT
WORKERS COMPENSATION INSURANCE
MEDICAL DENTAL HEALTH
HEALTH AND WELFARE TRUST
PR TAXES
OTHER BEN
IAF EMPLOYEE BENEFITS EXPENSE
IAF EMPLOYEE BENEFITS OOB

Post-Award Documentation

Thank you for answering our initial question stating that system-generated detailed payroll ledger report must include a breakout of payroll (wages/salary per employee, per pay period, must match the time sheets), employer paid fringe benefits (to include health insurance, payroll taxes, workers compensation, retirement, etc.), and for any fringe benefits that are not required by the federal government, personnel policies and procedures, board of directors' approvals, or any other backup



documentation must be provided once a grant period. Our interpretation of 2 CFR Part 200 Subpart E – Cost Principles 200.431 Compensation – fringe benefits is that fringe benefit costs are allowable provided our policies and cost allocation methods adhere to GAAP and consistently follow our established written policies, further confirmed on the Accounting Systems and Financial Capability Questionnaire.

It is my understanding that during our previous VOCA award segment, the financial reports and system-generated A-19 invoices we submitted for reimbursement were unsatisfactory in providing the level of detail you needed to reimburse our fringe benefit expenses.

A18: Below is an example of sufficient documentation when requesting a payment. Expenses that are partially funded by VOCA and are shared, or split-funded with other funding sources, must be prorated as outlined in 28 CFR 94.121.

2:48 PM
09/29/22

Company
Payroll Summary
July 2022 - September 2022

	Employee Name			Employee Name			Employee Name			TOTAL		
	Hours	Rate	Jul 22	Hours	Rate	Jul 22	Hours	Rate	Jul 22	Hours	Rate	Jul 22
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salary	30		603.46			0.00			0.00	30.00		603.46
Salary-Program	5		123.75			0.00			0.00	5.00		123.75
Hourly-Program			0.00			0.00	175.5	19.25	3,276.88	175.50		3,276.88
Hourly-Holiday			0.00			0.00	8	19.25	154.00	8.00		154.00
Hourly-Program			0.00	40	17.60	688.00			0.00	40.00		688.00
Overtime (x1.5) hourly			0.00			0.00	9.5	26.25	249.38	9.50		249.38
Total Gross Pay	35		727.21	40		688.00	193		3,680.26	268.00		5,095.47
Adjusted Gross Pay	35		727.21	40		688.00	193		3,680.26	268.00		5,095.47
Net Pay	35		727.21	40		688.00	193		3,680.26	268.00		5,095.47
Employer Taxes and Contributions												
Medicare Company			10.54			9.97			53.36			73.87
Social Security Company			45.09			42.65			228.17			315.91
MT - Unemployment Company			0.00			0.00			0.00			0.00
Workers Compensation			7.13			6.75			35.26			49.14
MT - Admin. Fund Tax			0.58			0.55			2.94			4.07
Total Employer Taxes and Contributions			63.34			59.92			319.73			442.99

Q19: On the signature page it says duplication of responsibilities in not acceptable. I am the project director, grant writer and the primary contact. I am not sure who else to put. I put the Board President and Treasurer as the official budget representative and financial officer

A19: The project director and the primary contact can be the same person.

Q20: For the Montana Congressional option of 1 or 2. We serve in 4 counties, 2 are in one and 2 are in two. What do I use?

A20: Choose the option of where your agency is located.

Q21: I am not seeing the budget narrative anywhere. Can you please let me know where it is?



A21: Under Application Forms – Response 3. Budget Narrative

FY2025 Victims of Crime Act (VOCA)

Progress indicator: Opportunity Details (checked), Project Information, Application Forms (2/1), Budget*, Performance Plan*, Submit

Forms

Help Download Save & Continue

Name	Status	Print
Performance main instructions	New	[Print icon]
Application Processing and Award	New	[Print icon]
Response - 1. Project Information	New	[Print icon]
Response - 2. Project Personnel	New	[Print icon]
Response - 3. Budget Narrative	New	[Print icon]
Response - 4. Executive Summary	New	[Print icon]
Response - 5. Needs Statement	New	[Print icon]
Response - 6. Collaboration Plan	New	[Print icon]
Response - 7. Sustainability Plan	New	[Print icon]

1 - 21 of 21 items

Q22: Can I put in my budget for VOCA to pay for my Fringe Benefits?

A22: Yes, Fringe Benefits can be put in your VOCA budget. [2CFR Part 200 Subpart E – Fringe Benefits](#)

Q23: I am unable to use the traditional insert function for FOOTNOTE numbers in the online form. I just put a regular sized number and right below it I pasted the source of the information. Will that work OK or is there another way you would want us to put in footnotes for the narrative?

A23: Yes, as long as you are identifying the source.

Q24: I've completed the training and self tests. I cannot find or download a certificate of completion. I have sent an email to the email listed in the "contact us" session. Where and how do I get this certificate?

A24: You can find the [Civil Rights Training Certification Form](#) at mbcc.mt.gov under subgrantee resources – Civil Rights Training.

Q25: When purchasing a cell phone for my program do I list it under operating expenses or other in the VOCA grant?

A25: The purchase cost of the cell phone would fall under the supplies budget category whereas the monthly expense for the cell phone would fall into the other budget category.

The category section heads give a summary of where items should be listed.



Supplies

- List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$10,000, such as books, handheld tape recorders) and show the basis for computation.
- Generally, supplies include any materials that are expendable or consumed during the course of the project.
- The supplies are for the services provided with these grant funds, not the agency's entire supplies unless it is the only services offered with the grant.

Other

- List items (e.g., rent, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation.
- For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.
- These charges should be prorated based on the percentage of use or clients served with this grant.

Q26: On the personnel salary calculation does that include one year's salary or would the salary calculation include salary for the entire grant period (2 years)?

A26: The salary calculation would include the salary for the entire grant period (2 years).

Q27: On the budget narrative, fringe benefits: do we include state income tax, and federal income taxes? (they are not listed on the example)

A27: The employers state and federal income tax would be part of the fringe benefits.

Q28: The EEO reporting requirement and documentation: For first time applicants: is this done after receiving funds or do we need to complete this prior to grant closure?

A28: EEO certification is required at the time of application.

Q29: On the signature page it is asking for a Financial Officer: Our program consists of two staff members, do we leave it blank or add the executive director again and/or the board treasurer?

A29: Duplication of responsibilities by one individual for any position listed, Official Budget Representative, Project Director, and Financial Officer, is NOT acceptable.

Q30: On the financial resource disclosure: does the "current period" include funds from Jan 1, 2025 to July 1, 2025, when the "next period" would begin which would be the beginning of the grant period?

A30: Complete "Current Period" if your program is in operation now, otherwise, leave blank. Complete the "Next Period" section for the application period (7-1-2025 – 6-30-2027) you are applying for now.

Q31: If we have a health care plan through the county and the premiums are paid through the county but are funded by VOCA monies under fringe benefits, are we required to write a health and wellness policy?



A31: You are required to have a Health and Wellness policy if you include health insurance in your expenses for reimbursement under fringe benefits.

This is included in the language in the Application for the grant. Because they have their policy through the county, they have met the requirement. MBCC will need a copy of the Health and Wellness policy.

Q32: Can you please verify if the Budget Justification, including fringe benefits, needs to be broken up by year or can it be for the full 2-year period.

A32: The budget should be for the full 2-year period of the grant. You do not need to break it up by year.

Q33: We do not have to provide a match but we do need to list how much of the budget isn't grant funded on the proposed budget, is that correct.

A33: Yes, that is correct. VOCA grant dollars are supposed to be used to supplement a program and/or project, not to be sole source of funding.

Q34: I am looking over our Grant Application (FY2025 Victims of Crime Act (VOCA)) and I am wondering if this Grant be used, instead of for one full-time Victim Witness Assistant, for two part-time Assistants?

A34: Yes, you can have two part-time personnel. If fringe benefits are included, you must include them in your budget narrative for both positions.

Q35: When adding goals the request is as follows:

Name: Do you want name of person responsible? Or Name of Goal -

A35: Name of goal

Description: Should the description include multiple objectives under a goal?

Or should each objective considered a goal?

A35: To meet the criteria, you must have 3-5 goals; objectives are not required.

Due Date

A35: The end of the grant cycle.