



Questions and Answers Victims of Crime Act (VOCA) - 2023

Responses to questions will be posted to this document within 7 calendar days of receipt, through the last Friday before the opportunity is closed.

The deadline for receipt of written questions is **Thursday, January 19, 2023 at 5:00 p.m.**

Please submit your questions to mbcc@mt.gov.

Q1: We were looking to pull some data for upcoming grant applications and noticed that the domestic violence dashboard is currently unavailable. Do you know or can you connect us with who might know when it will be up and running? Is there another way to look up that data in the meantime?

A1: Unfortunately, the dashboard is down right now. We are working to fix it. In the meantime, please use the [Crime in Montana Request Form](#).

Q2: Will the calls on funding opportunities will be recorded?

A2: The Offeror's calls will not be recorded but all questions asked during the sessions will be captured and posted to the Q&A. The AmpliFund support call on 12/20/22 will be recorded and posted to the MBCC website.

Q3: Will MBCC accept two separate applications from the same organization if they are for two different programs, or would we be required to submit only one application?

A3: One entity is permitted to submit more than one VOCA application for DIFFERENT programs. Each program should have unique objectives, deliverables, and budget.

Q4: Is the Civil Rights Training the same as last year? If so, just a heads up to all that it takes a significant amount of time.

A4: Yes, it is the same. Civil rights certificates will be due at the time of award, not with your application.

Q5: What are the two required accounting forms?

A5: Financial Resource Disclosure and Accounting Systems Questionnaire.

Q6: Would it be helpful for programs to provide their cost allocation plan with their budget if they are not using an indirect cost rate?

A6: Yes! Allocation plan will be very helpful if attached to your application as it would help us better understand your budget and budget narrative. In addition, make sure that cost is allocated to allowable expenses only.



Q7: If we currently have a 22-24 MBCC VOCA award, are we eligible to apply for this one?

A7: Not for the same program. VOCA accepts multiple applications for different programs.

Q8: With that list of counties, does that eliminate the Service Area Excel sheet we used to have to fill out and include?

A8: Yes!

Q9: Can your budget can be over 250K including the match and ask for the 250K CAP?

A9: Yes. \$250,000 is the limit of federal dollars. [Match Calculator](#).

Q10: Our CAC sees families from many surrounding areas (which means we are providing services to children/families in those counties as well) - do we include those counties on the service area checklist?

A10: Yes.

Q11: Do I need to complete all the Civil Rights Training (CRT) prior to submitting my VOCA application, it looks like it is very time consuming?

A11: No, you do not need to complete the CRT prior to submitting your application, you complete the training after an award is made and yes, it will require some time on your end to complete it.

Q12: If my program doesn't report crimes and doesn't have any MOUs, do I skip this part of the application or indicate NA?

A12: Those areas of the application are only needed if they apply to your organization. If they do not apply, you will not upload any documents. You will still need to mark the section as complete to submit your application.

Q13: AmpliFund is giving me a budget error, what do I do?

A13: Ensure that the grant funded amount is equal to your request. Your match funds need to be marked as Non-Grant Funded for the budget to add up correctly. If you continue to have technical difficulties, please contact MBCC for assistance.

Q14: We have been utilizing the services of an attorney who offers help over the phone and on zoom. Her fees are flat rate fees for services and because we are a community based DV/SA organization we receive a discount. Two questions: Would we put the fees for the legal help under "operating expenses" in the budget since it is not really contracted services? And may we use the percentage discount as part of our match?



A14: Operating Expenses are costs associated with daily business operation that supports the entity. Non-operating expenses are not directly tied to everyday business operation. Per 2 CFR 200.1: "Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award".

Lawyer fees will be under contracted services as the services are provided from person(s) out of your entity. Depending on the total amount paid to the lawyer, official contract might be necessary. If you have a contract with that lawyer, and it specified that the lawyer's normal fee is \$XXX, but \$XXX will be donated as third-party in-kind match, you could use this portion as in-kind match. If the lawyer provides discounted rate to all community based DV/SA organization, this is not a donation, and it could not be used as a match.

Q15: In reviewing past submissions for the VOCA grant from the organization I am assisting, I see that match was calculated against each line item, which seemed to imply to me that matched funding was used against a portion of each service offered. I'm unsure if this was a choice made by a previous staff member or if this is indeed how match is to be used.

Can match requirements be met by one lump category that serves the purposes of the grant?
and, if so,

Can value of volunteer hours be used as in-kind match for the VOCA grant? I conservatively estimate the value of volunteer CASA hours at over \$80,000 annually, which far exceeds the total required match amount and is key to the program for which funding is being requested.

A15: Match can be provided in any budget category provided the expenses are allowable under VOCA.

Yes, volunteer time may be provided as in-kind match. The value of volunteer time shall be consistent with the rate of compensation paid for similar work in the program, but if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes.

Q16: We request support for personnel, specifically six positions (3 Case Managers and 3 Lead Staff). Since the position descriptions are the same for all case managers and all lead staff - would you like us to list them together or each individually? i.e. Position 1: Case Manager, Position 2: Case Manager, Position 3: Case Manager etc...

A16: The position description only needs to be uploaded once for any duplicate positions. Under the Personnel budget line please include a line for each individual position i.e. case manager 1, case manager 2 etc.

Q17: If we ask for personnel support, do we need to show matching funds for each position we seek grant funding for? Or do we need to hit our 20% match overall? Since the overall personnel budget is so large, we will supplement VOCA funding with grants/donations, but this means our matching far exceeds the 20% required - does that make sense? I just wanted to know if we must account for all other funding sources in each personnel calculation or until we hit our 20% match.



A17: Match can be included in any budget category as long as it is allowable under VOCA. Federal funding cannot be used for match. You could report only the required match even if you have more funding toward some expenses. The rest of the funding could be used for any other match requirements if necessary. Include all the funding sources for every position that VOCA will be funding. i.e. VOCA-20%, Federal Grant 1-40%, State Grant-20%, Donations-20%. This applies to every budget category.

Q18: I am working on the Financial Resource Disclosure form. The total funding in field E41 seems to include the MBCC funding twice. Shouldn't E41 just be the total of all numbers in line 40?

A18: Yes, the total funding in Field E41 is pulling the funding information in twice, multiplying it, the formula on the form is incorrect. MBCC is aware of the issue and will take into account the error when reviewing the Financial Disclosure Form.

Q19: In the past goals have been listed as "percent achieved" in the Amplifund portal. I don't see that option in the current application. Has that option been dropped or possibly it was overlooked.

A19: The percent achieved option has been removed in response to feedback and in an effort to simplify. If you would like to use a percentage as your target, we recommend selecting a milestone goal and including the percent in the name and description. i.e. Name: Achieve 80% Program completion rate.

Q20: I would like to know I can submit the Civil Rights training completion forms. I requested all of my employees to complete the training prior to the application deadline and submit under certification tab for EEO certification along with that certification. Or should I hold on to the forms until requested by MBCC.

A20: The Civil Rights forms are not required with the application. If awarded, we will request them with your award documents.

Q21: In review of the VOCA grant requirements, we would like to clarify if this opportunity is available to community-based programs that do not hold the 501c3 designation.

A21: Community-Based Programs must meet the statutory program eligibility criteria, which requires either a record of effective victim services and financial support from non-VOCA funding, or substantial support from non-VOCA funding. See section 94.111 in the Code of Federal Regulations for more information. Programs will need to meet all financial and programmatic reporting requirements including but not limited to accounting systems and tracking mechanisms.

Q22: In the paperwork it states not allowed "Offender rehabilitation/treatment" We currently do Supervised Visitation would this fall in that category?



A22: So long as the activities primary goal is supporting or providing direct services to victims, VOCA Victim Assistance funds may be used to pay for safe exchange and/or supervised visitation activities and projects.

Q23: Is there a certain font the grant needs for the application? For example, copying the work from a word document in the grant: Executive Summary, Needs statement, etc.?

A23: There is no required font for the application. AmpliFund limits the font capabilities, but you will be able to edit formatting in some sections of the application.

Q24: We are currently in-between Victim Advocates. A new one will be hired after the grant application is submitted. I have not attended a Civil Rights Training, may I upload the past Victims Advocate certification?

A24: Civil Rights Certificates are due at the time of award. If awarded, we will collect these with your grant award documents.

Q25: Since we do not have a Victim Advocate, should the direct supervisor (District Attorney) sign the necessary forms? And the Commissioner

A25: The Signature Page asks for a budget representative, project director, and financial officer. The interim project director should sign if there is no current director. Please ensure it is signed by three different individuals. The direct supervisor may sign anywhere else the Victim Advocate's signature is required.