Questions and Answers
FY2024 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 19, 2024 at 5:00 p.m.
Please submit your questions to mbcc@mt.gov.

Q1: Is a match required?

A1: For current subgrantees, match for this award cycle has been waived, no match required.

Q2: Are volunteers required?

A2: Yes, volunteers are required.

Q3: Where can I find the Financial Resource Disclosure Template?

A3: The Finance disclosure template is a live link within the application. Supplement 2 Accounting Documentation – Financial Resource Disclosure.

Q4: When are MOUs required for the 2024 VOCA grant opportunity?

A4: MOUs are not required for the 2024 VOCA grant opportunity.

Q5: May VOCA funds be utilized for law enforcement personnel?

A5: 28 C.F.R 94 -VOCA Rule – Law enforcement agencies may be eligible for VOCA funding for activities that support victim services specifically, such as a law enforcement advocate position.

Q6: On the signature page, which is an attachment to Sign Application under Application forms there is a box at the top of the page wanting a Grant No. for current subgrantees. What do I put in that box?

A6: At the time of applying for the grant you will not put a grant no. in the box.

Q7: I am curious about how many signatures should be on the Accounting System and Financial Capability Questionnaire? The directions on Amplifund say to ensure that signatures match those of Project Director, Official Budget Representative, and Financial Officer; however, there is only a spot for one signature at the bottom of the page.

A7: One signature is required. The person signing certifies that the above information is complete and correct to the best of their knowledge. The box below the signature has an option for marking the title of the person signing.

A8: We are applying for a 2 year VOCA grant and I have a concern about the financial resources disclosure form worksheet. There may be a problem with the formula for Total Funding. The formula in

the Subtotal Funding Source cells in row 40 includes the total of M22 through M39 thus including the MBCC funding. The Total Funding cells on row 41 seem to add in the MBCC funding on Row 22 for a second time. Would it be ok for me to change the formulas in row 41 to avoid double counting the MBCC funding?

Q8: Thank you for contacting us! As you indicated, the attached Financial Disclosure Form has a wrong formula. Please use the password included in the spreadsheet to unlock the spreadsheet and change the formula. If you prefer, you could find the updated form on our website under Financial at https://mbcc.mt.gov/Funding/Subgrantee-Resources/.

Q9: Do we have to use the crime data websites you suggest in the application or can we use data we locate more relevant to our expertise?

A9: Yes, you do have to include the crime data from MBCC.gov. You can include other data as well.

Q10: I wanted to confirm that we do NOT have to provide a match for this grant application?

A10: Match has been waived for this opportunity, grant cycle July 1, 2024-June 30, 2026; unless you are a first-time applicant, then a MATCH is required.

Q11: What mileage per diem rate do you want us to use?

A11: For up to date per diem rates go to https://mbcc.mt.gov/Funding/Subgrantee-Resources/ - Grant Management Forms - Travel - Current Mileage and Per Diem Reimbursement Rates.

Q12: Please define Participating Minor. Does that include any teen age victims that contact our program and may need services for dating violence or sexual assault?

A12: There is no age limit for receiving VOCA funds.

Q13: For the signature page in the application the Budget Rep, Project Director and Financial Officer are listed and it's noted that these need to be three different people. However, on the actual signature page, there is now a fourth person- D. Primary Grant Activities Point of Contact. For our small program, the Program Director is that person. But if I am understanding correctly from the description at the top, that isn't acceptable. Am I reading that correctly? I thought I would double check as this is new to me. Thanks!

A13: For some subgrantees, the Program Director may be the same as the Primary Grant Activities Point of Contact. The Primary Grant Activities Point of Contact – is the main point of contact for the day – to - day communication for this specific grant.

Q14: Match is not required for this grant cycle so do we need to exclude what the match would be in our Budget Narrative and the Financial Resource Disclosure form?

A14: Match is not required for this VOCA grant cycle for current sub-grantees; Yes - exclude the match from the budget narrative and the financial resource disclosure form.

Q15: Where do I include my volunteers, is it under my Project Personnel or just in my budget (i.e. workman's comp coverage)? And do I have to include them in my organizational chart and do I have to create a job description or some sort of description for the volunteers?

A15: If you are reimbursing volunteers for mileage, you can add that part of the budget to the Travel category. If you are paying volunteers an hourly rate – they are not considered volunteers. If you are not paying volunteers for anything, no need to include them in the budget. Do include the volunteers on your organization chart and please include a job description for Volunteers.

Q16: I completed my civil rights training and have my certificate, but can't find where I upload my certificate?

A16: You will need to upload your civil rights training certificate in Amplifund as a task if you are awarded the grant.

Q17: On Response 2: Project Personnel, it has an "choose file" button for an Organizational Chart, but I see no instructions or information as to what an organizational chart is, or if it's required, or a template or exactly what is wanted. Is this required, and if so, can you be specific as to what an Organizational Chart is?

A17: Organizational chart for the **personnel included in the requested budget**, whether paid by MBCC or used as match is required.

An organizational chart is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs. Below is an example of what an organizational chart is:
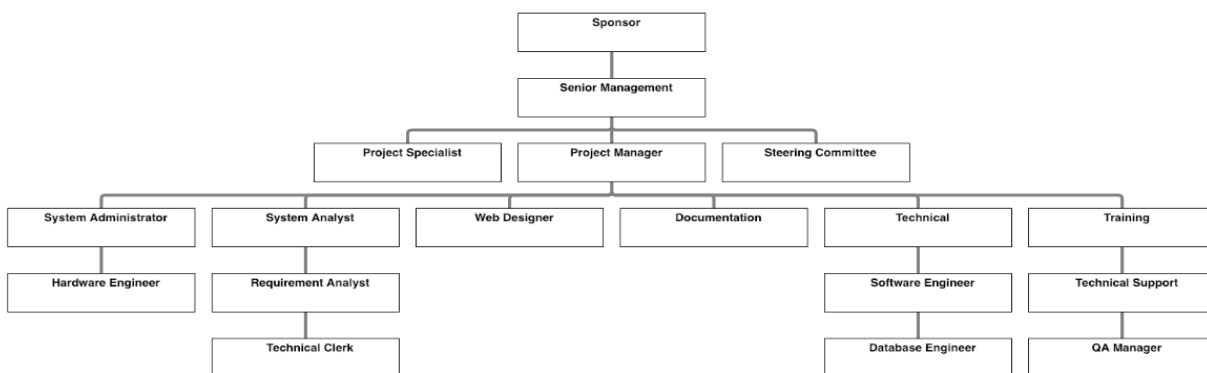
Q18: We are applying for a 2 year VOCA grant and I am uncertain about what periods should be reflected on this form. On the financial resources disclosure form, should the "current period" be July 1, 2022 - June 30, 2024 and the "next period" be July 1, 2024 - June 30, 2026?

A18: The financial disclosure form is for information only and is not part of the proposed budget. If you choose to use the form the current period would be July 1, 2022 - June 30, 2024 and the "next period" would be July 1, 2024 - June 30, 2026.