



2024 VOCA Competitive Funding Announcement FAQ

April 2024

Wisconsin Department of Justice Office of Crime Victim Services (OCVS) 2024 Victims of Crime Act Competitive Funding Announcement FAQ

Narrative

Q: Is the Project Narrative required to be single or double spaced?

A: There is no preference on spacing for the Project Narrative. Applicants can choose single, 1.5, or double spacing so long as it is consistent throughout the Project Narrative.

Q: How does OCVS define a community impacted by inequity?

A: See Appendix A. Definitions on page 36.

Q: Can you clarify the definition of "by-and-for organizations"?

A: See Appendix A. Definitions on page 36 for the definition of "by and for" organizations.

Q: May charts/graphs be used in the RFP narrative?

A: Please do not include charts or graphs. Our grants management system does not support the submission of charts or graphs and formatting may become impacted, making it difficult to read your application.

Q: Why are Goals & Objectives not requested for this application?

A: Similar to the competitive application process in 2019, Goals & Objectives will be requested after final award decisions are made in an effort to reduce barriers for all applicants.

Q: What is OCVS' definition of equity?

A: As defined by the Merriam-Webster Dictionary, equity is freedom from bias or favoritism.



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April 2024

Required Documentation and Information

Q: For the Project Director, Financial Officer, and Signing Official portion of the application should we list persons in those roles as of the time of application?

A: Yes, these can be changed at a later date, if needed.

Q: Are letters of support encouraged or helpful?

A: OCVS asks that you only submit what was requested in the funding announcement. Please do not submit additional items.

Q: Is proof of certification in SAM required if our agency is already certified?

A: Yes, proof of certification in SAM is still required.

Q: The Program Guidelines ask for job descriptions for each position included in a VOCA budget, but this is not listed in the Required Attachment section of the RFP in eGrants. To confirm: job descriptions are not required to submit in the application, correct?

A: Yes, this is correct. Job descriptions are not required with application submission under the VOCA 24 funding announcement.

Q: Can a provider (with only one SAM registration and UEI) submit multiple applications for separate projects that offer distinct services? For example, an organization that has multiple Child Advocacy Centers in different regions, or an organization that has both a Child Advocacy Center and a Victim Advocacy Program.

A: Yes, however, each project must exist independently and offer its own unique service. All applicants must clearly identify how this project stands independently and does not merely provide an extension of other services applied for, such as an outreach office.

Q: Will vacant Board of Director positions impact one's eligibility?

A: No, vacant board positions do not impact eligibility, as long as a plan is in place to recruit for those positions.



2024 VOCA Competitive Funding Announcement FAQ

April 2024

Q: What are examples of documentation that can satisfy the Board approval requirement?

A: Examples include minutes from a Board of Directors meeting or a letter from the Board Chair documenting a clear statement of approval.

Grant Process and Egrants

Q: Have the funding amounts been modified with the legislation change?

A: No, there have been no legislative changes that impact VOCA funding amounts. For more information on 2023 Wis. Act 241, click

here: <https://docs.legis.wisconsin.gov/2023/related/acts/241>

Q: If partial funding is awarded to an agency, will modifications to the Goals and Objectives and Budget be allowed to align with the award?

A: Similar to the competitive application process in 2019, Goals and Objectives will be requested after final award decisions are made in an effort to reduce barriers for all applicants. Due to this, Goals and Objectives will not need to be modified as they will be submitted after the agency knows their award amount and funded project. Budget modifications will be required if partial funding is awarded.

Budget

Q: How do you calculate match?

A: Requested Federal Amount / 0.80 = Total Project Budget

Total Project Budget x 0.20 = Required Match

Example: Your agency requests \$250,000 of VOCA funds:

\$250,000 / 0.80 = \$312,500 (Total Project Budget)

\$312,500 x 0.20 = \$62,500 (Required Match)

Q: For the budget, if we intend to apply for a match waiver, do we:

- Include match in the budget detail and budget narrative or do we exclude it?
- Include the waiver in the attachments?

A: If a match waiver is requested with the application, the submitted budget should reflect the waiver request. A match waiver letter is not required with submission of the application. OCVS will follow-up with awarded agencies to complete the waiver process.



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Allowable Services and Expenses

Q: What services fall under the definitions of "legal advocacy" and "emergency legal services"?

A: Please refer to the Office for Victims of Crime Performance Measure Dictionary and Terminology Resource which will be sent out as a resource with the recorded webinar.

Q: Are non-emergency legal services for victims of crime an eligible activity under the grant?

A: Yes.

Q: Is a hotel stay for staff due to weather an allowable expense?

A: This would ultimately depend on your agency's policies. It would not be seen as unallowable as long as your agency's policies permit it.

Q: Is it allowed for agencies to share staff and/or shelter and hotline services?

A: Yes, but please be sure to have necessary policies and agreements in place.

Q: What is the appropriate amount to request in an application?

A: OCVS requests that each applicant evaluates their program to determine the funding request amount. Applications will not be accepted for more than the award cap of \$250,000.

Q: Can DCF funds be used as match?

A: Yes, as long as all match activities are VOCA allowable.