

**Office of Crime Victim Services**  
**VOCA Discretionary Training Grant 2021**  
**Frequently Asked Questions (FAQs)**

Updated 12/8/2020

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**Q:** When are the applications Due?

**A:** All applications are due in Egrants no later than 11:59 p.m. on Friday, December 11, 2020. There are no extensions.

**Q:** What is the grant cycle, or project period?

**A:** The grant cycle or project period is January 1, 2021 to September 30, 2021. There are no extensions.

**Q:** Is match required for this grant?

**A:** No, there is no match requirement for these funds.

**Q:** Can trainings occur after September 30, 2021?

**A:** No; this is a federal grant that ends on September 30, 2021, and therefore, trainings cannot occur after this date. Any unused grant funds will be returned to the federal Office for Victims of Crime (OVC).

**Q:** If I apply for multiple trainings, should I submit more than one application?

**A:** Per the Funding Announcement, if you are applying for multiple trainings that have different content, you must submit an application for each event. If the training even occurs more than once, you can submit just one application. Please be clear in your budget and additional budget summary the costs for each event.

**Q:** Does an applicant need to be a current OCVS grant recipient?

**A:** No. However, the applicant agency must be a non-profit or governmental agency.

**Q:** Does an applicant agency need to provide 100% victim services?

**A:** No.

**Q:** Can I include staff time in the budget?

**A:** No. This opportunity does not allow for personnel in the budget.

**Q:** We are wanting to host an event that will train law enforcement. Is this allowable?

**A:** This funding opportunity only allows for training direct victim services providers. Although law enforcement officers come into contact with victims, they are not considered direct victim service providers.

**Q:** Can an agency or organization use these funds to send staff to national trainings?

**A:** No, these funds are meant for hosting training events for internal or external direct victim service providers. There is a separate [training scholarship application](#) that can be found on the OCVS website.

**Q:** Is there a required or recommended format for the implementation plan and evaluation template/survey attachments?

**A:** No. There is no required template or format for these attachments. Please use what makes sense to illustrate the information you are conveying.

**Q:** The trainer we have chosen charges a flat rate for their services. Is this acceptable?

**A:** The Consultant/Contractual or trainer must show the hourly rate for the services provided in the agreement as well as in the invoice. Please work with the trainer to ensure they are able to break down their services into hourly segments. For example:

4 hours prep time @ \$81.25/hour = \$325  
4 hours training time @ \$81.25/hour = \$325  
2 hours follow-up and summary @ \$81.25/hour = \$162.50

**Q:** Can we go over the federal maximum rate of \$81.25/hour?

**A:** No. However, there may be extenuating circumstances in which a consultant goes over the federal rate. You must fill out the required Consultant/Contractual Checklist and provide any supporting documentation that would justify exceeding the federal rate of \$81.25/hour or \$650/day. OCVS will review the information and make a determination; **approval is not guaranteed**. Do not incur any expenses until the checklist and the agreement have been approved.

**Q:** If our agency does not know who the trainer/consultant will be yet, how do we fill out the Consultant/Contractual Checklist?

**A:** Your agency can fill out this checklist as soon as the trainer is known. Do not incur any expenses until OCVS has approved the checklist, as well as the consultant agreement, and returned these to your agency.

**Q:** What do I need to get approval for Consultant/Contractual or the trainer?

**A:** You will need to submit, and get approval for:

- Consultant/Contractual Checklist
- Consultant/Contractual or Trainer Agreement

**Q:** Will the Consultant or the trainer need to register in SAM?

**A:** If the consultant or trainer is an individual, he or she does not need to register in SAM. If consultant or trainer is part of a business, they will need to register in SAM. Please wait to do this until OCVS approves the consultant or trainer.