

Applicant Questions and Answers
FY 2023 Consolidated RFA Crime Victims Services and Family Violence
Prevention and Services Act (FVPSA) Sexual Assault Services

May 6, 2022

Q: I see that inputs including specific budget items are included for each objective. The way our objectives are written, it's difficult to determine the exact FTE percentage used per objective. Is it okay if the objective includes a case manager FTE that is also included in other objectives? If so, the Case Manager FTE couldn't be added together to get the total FTE included in our project budget.

A: Applicants may present FTE as estimates. Estimates should be reasonable and consistent with budget requests.

Q: I see that short-term outcomes, mid-term outcomes and long-term outcomes include numbers. Must these outcomes include numbers with a percentage increase or decrease? With many services for crime victims, it's difficult to capture outcomes with percentage increase or decrease.

A: Numerical presentation of outcomes are not required.

Q: Can you please clarify if the theory of change/workplan is combining the FY 22 logic model and workplan together?

A: The FY22 logic model and work plan are not included in this RFA.

May 17, 2022

Q: In section the section on Privacy and Confidentiality, it states that "Such information and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding." Did this mean to read "without the consent" rather than "with the consent"?

A: This should read "without consent". Please see RFA Addendum #2.

Q: Should we reference the document as "Theory of Change - Workplan" throughout in document headers and such?.

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A: Yes. Applicants should reference Theory of Change-Workplan.

Q: In the directions related to the Theory of Change -Workplan it says, "Do not add or make changes to section headings." May we use Objective 1.2, 1.2, etc. to track connections or add 1.1.a, etc. to Activities (otherwise citing them in the narrative will not be possible)?

A: Yes. Applicants may use a self-determined numbering system to clarify objectives and/or activities.

Q: The directions also say to "Include at least one short-, mid- or long-term outcome for each objective. Applicants may delete or leave blank unneeded outcome columns." Does this mean we may delete or leave blank unneeded "Outputs columns"?

A: No. Applicants may not delete outputs columns. All funded activities should have outputs for each quarter.

Q: Under Section 3. General Grantee Requirements (p. 21), there are directions regarding the narrative that reference "Goals, Objectives, Activities and Outcomes" that does not include Outputs and only captures broad Outcomes not short, mid-, long-term as seen in the template Theory of Change - Workplan. Should we use Outcomes or Outputs in the narrative?

A: Page 21, Section 3.5 referenced in this question refers to FVPSA performance measurement for grantees. It does not relate to the application Theory of Change -Work Plan. Applicants should follow instructions as stated in the RFA for Narrative requirements. See page 22-27 of the RFA.

Q: The question of "Does your organization receive other funding, or has applied for funding, to do similar work for FY23?" and "What percent of your organizational budget are you seeking to cover with this application?" In the past, we'd only answered that in the narrative question boxes under the Application Questions tab, but I see the directions for this in the RFA are to include it in the budget, so wanted to clarify if we should do both, and/or also include it as an attachment in the Attachments Tab, and if so, if there is a template for that, or if we should just upload a document narrating that.

A: There are no templates provided for this question. Applicants should answer all questions in ZoomGrants Application Questions tab, and the RFA for FY2023. Applicants should not reference previous RFAs.

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Q: The following directions: "6.10 Insurance Requirement... What is the "required documentation" specified here?

A: Applicants should submit Certificates of Insurance (COI) at the time of application if available. Applicants must provide COI prior to award execution.

Q: Can an agency submit a Victim Services application for Local Funding and also submit a Victim Services application for ARPA funding? Is... it acceptable to submit two separate proposals via Zoomgrants, or are we required to submit one combined proposal?

A: Applicants may select one or more funding preferences in ZoomGrants. Applicants may submit one or more applications.

Q: What is the expected time frame to use for short-term, mid-term, and long-term outcomes? Should these be tied to specific quarters of the grant period? Should the long-term outcome be achieved by the end of the grant period or later?

A: Applicants may select outcome timeframes that best represent the goals, objectives, and activities of the proposed project. Applicants are required to submit outputs for each quarter of the year.

Q: It seems like the requirements for the FVSPA application is the same as the requirements for the OVSJG victim service application, specifically that we are just copying everything over to the FVPSA application from the OVSJG application. Is that correct?

A: No. Please refer to pages 17-19 of the RFA for FVPSA specific requirements.

Q: Does each activity have to list an individual budget item? For example, many of our activities will be related to the identical budget efforts.

A: Applicants should use the provided template to demonstrate the connections between inputs (budget requests) and goals, objectives, activities and intended outcomes. Applicants may group inputs related to the same activity.

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Q: If you submit the budget in an excel file, does it have to be in the exact Excel format template that is provided?

A: Use of the OVSJG provided excel template is optional. The OVSJG budget template is found in the Library section of ZoomGrants. Applicants may submit a budget using the OVSJG Word template or an excel format that includes the same the required budget categories.

Q: Is there a format or work sheet that should be used to provide a “Summary of Current and Pending Non-OVSJG District and Federal Grants to Do the Same or Similar Work” or should we just answer the question and upload the document under DOCUMENTS/REQUIRED ATTACHMENTS tab.

A: There is no format or work sheet provided for these questions. Applicants must follow instructions highlighted in question # 4 in ZoomGrants.

Q: Is it ok to submit MOUs in place of letters of support?

A: No. All applicants must submit at least two (2) letters of support. Refer to pg. 25 of the RFA.

Q: What are the restrictions, if any, for requesting flex funds in the budget? Are flex funds restricted to one service area (for example, solely housing needs)?

A: Flex funds are allowable for any direct client service program. Please refer to page 40 of the RFA.

Q: Would flex funds also be able to be applied to clients who need assistance with telehealth technology, internet costs?

A: These costs (Flex funds) are to be used for direct client support. While the funds are intentionally flexible, eligible uses are restricted to goods and services that are directly related to assessed individual needs. See page 40 of the RFA.

Q: Where can we find the VOCA waiver request template?

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A: No VOCA waiver template is provided. Applicants should upload their request in the Documents tab.

Q: Can grants funding cover intern stipends?

A: Yes.

Q: Is it acceptable to convert the theory of change workplan into an excel spreadsheet rather than using the word doc?

A: Applicants may convert the template to excel, however applicants must complete each section and may not modify headings, except to delete unneeded short, mid, or long-term outcomes columns.

Q: If our proposal includes a 20% matching contribution, we wouldn't need to submit a waiver request, would we?

A: Due to the national pandemic emergency, and for a period of 1-year after it ends, all Match waiver requests will be approved. Applicants for VOCA should submit a waiver request as a separate document in the documents tab of ZoomGrants under Match Waver Request. See RFA Addendum #2.