

Q & A Responses from OVSJG mailbox and Pre-Bidder's Webinar

Responses uploaded May 3, 2017

Please note: If you asked a question via email or during the Pre-Bidder's Webinar and your question has not been answered below, please contact a member of the Grants Management Team or send an email to OVSJG@dc.gov.

OVSJG Victims Services Grants Management Team

Kelley Dillon: kelley.dillon@dc.gov

Jaime Farrant: jaime.farrant@dc.gov

Daniza Figueroa: daniza.figueroa@dc.gov

Alina Gomez: alina.gomez@dc.gov

Daniel Rappaport: daniel.rappaport@dc.gov

Deputy Director, Toni Zollicoffer: toni.zollicoffer2@dc.gov

Website: <http://ovsig.dc.gov>

Please remember: All applications must be submitted online to Zoomgrants.com on or before 3pm on **May 17, 2017**.

Inquiry Type: Program Eligibility

- Q. Does DC Campuses apply to all college and elementary hs?**
- A. DC campus refers to all campuses in the District of Columbia including primary and secondary schools, colleges, and universities. Applicants must meet eligibility and program area criteria to be considered for funding.
- Q. What is the budget/amount of funds available to award through LOCAL and VOCA funds?**
- A. The amount of funds available will be dependent on the yet to be adopted DC FY18 budget. Please select the funding source that best fits your project. OVSJG reserves the right to determine the best source of funding for your application, which may not be the one you selected. However, your application must fulfill the requirements of the source you have selected. Those requirements are listed in our RFA.
- Q. How many grants do you anticipate awarding this fiscal year? Of those, what percentage will be VOCA and what percentage will be LOCAL funds?**
- A. This is based on funding and has not been decided yet. OVSJG funded over 50 applications for victim services last year.

Q. What is the average grant amount awarded through VOCA and through LOCAL funds? What is the anticipated grant range?

A. This depends on the amount of funds available and the applications selected. Our awards can range from approximately \$20,000 to over \$1 million.

Q. When will applicants be notified of the status of their request? I understand that the notification will be 10 working days after the determination, but has an approximate determination date been set?

A. We usually inform applicants in August.

Q. Is there a requirement that all program participants must reside in DC? Or does the organization simply have to provide services in DC?

A. As outlined in the RFA, services must be in the District.

Q. If all of our organization's services fit within the RFA, can our complete program budget also be the same as our organizational budget?

A. Yes. However, if the project is selected, OVSJG may not necessarily fully fund the entire project. Also, please remember that VOCA funds require a matching contribution of 20% (cash or in-kind) of the total cost of the VOCA project, unless the applicant requests and is granted a match waiver.

Inquiry Type: Application Submission

Q. Please confirm that a full evaluation plan and sustainability plan is required for the continuation proposals - because the RFP seems to indicate that these pieces are a part of the narrative (which is not required) and we would only need to supply any changes that have been made to these plans.

A. An applicant proposing to continue a project will need to include an explanation of the effectiveness of the current project, i.e. progress on the project's goals and objectives and outcomes achieved. Include this in the Project Description section of Zoomgrants. If the applicant is making modifications to the current project, the applicant will also need to submit new goals and objectives, a new evaluation plan, and a new sustainability plan. If no modifications are proposed, please note this in the appropriate sections. If the applicant has a corrective action plan, the applicant is also required to submit progress towards the corrective action plan.

Q. I noticed that the application is submitted in zoom grants and there is a section in zoom grants to complete the project narrative (I believe) budget, sustainability plan, evaluation plan. My question is do we still need to upload a word document for each of the sections mentioned above? I ask because there is also a section in zoom grants to talk about the corrective action plan for high grantees but it still instructs us to upload the plan in the document section of zoom grants. So just wanted to see if that was the case for the other sections as well?

A. Zoomgrants.com has been updated to reflect what should be submitted in each section of the Project Narrative.

Q. How does the project narrative correlate to application scoring on page 13?

A. Each application is scored based on what is required for submission.

Q. For continuing applications will previous text be shared with peer reviewers?

A. Yes, sufficient information will be shared with peer reviewers in order for them to comprehend the project being proposed, and progress, effectiveness, and impact to date. This may include previous years' project narrative, quarterly reports, and current project budgets. Peer reviewers will not have access to Corrective Action Plans.

Q. PAGE 12: While it says application must include this survey Monkey survey, most of the information is framed as reports of what happened during period X, what observations did you have, what problems occurred. Clarification?

A. The requirement to complete the survey monkey survey has been removed. Amendment One to the RFA as well as the amended RFA has been posted on OVSJG website.

Q. How should the "explanation of effectiveness" be different from the final reports submitted about our projects?

A. Explanation of effectiveness should include progress on the project's goals and objectives and outcomes achieved. If applicable, this information may be pulled from progress reports submitted.

Q. So that our organization can complete the required section on Organization, Experience, and Qualification of Applicant {RFA page 28}, please indicate where to place our narrative response. The Application Question does not include a section for "Organization, Experience, and Qualifications of Applicant".

A. Zoomgrants.com has been updated to reflect what should be submitted in each section of the Project Narrative.

Q. I am trying to set up an account in ZoomGrants, but it looks like we need to get a specific link from you to create an account. Can you send us that info when you get a chance?

A: <https://zoomgrants.com/gprop.asp?donorid=2121&limited=1090>

Q. The grant instructions indicate that the application may be rejected if we do not include audited

financial statements. Since we are new, we don't have that info. How should we indicate that on the application?

- A. The applicant shall provide a copy of the most recent and complete set of audited and/or financial statements available for their organization. If audited and/or financial statements have never been prepared due to the size or newness of the organization, the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement) and a Balance Sheet certified by an authorized representative of the organization.

Q. Are you looking for any specific length, depth, or format for the "explanation of the effectiveness" for current projects?

- A. The explanation of the effectiveness should comprehensively and succinctly explain how the current project has effectively met the goals and objectives of the project as well as its impact on the victims of crime served through the project.

Q. Is there a deadline for the pre-application that is in Zoomgrants

- A. Pre-applications are due in Zoomgrants.com before the grant proposal deadline of May 17, 2017.

Inquiry Type: Fiscal and Reporting Requirements

Q. Is there a requirement that the project director and financial officer are different people?

- A. An organization determines operational decisions. However, it is wise to create adequate checks and balances into grant management and reporting processes to assure the organization has the proper fiscal and programmatic oversight.

Q. Is it possible to negotiate an indirect cost rate higher than the de minimis rate of 10% of total direct costs?

- A. OVSJG does not negotiate an Indirect Rate. If you have an established NICRA with a federal agency, we will accept that.

Q. What documentation should we provide to negotiate an indirect cost rate higher than 10%?

- A. OVSJG does not negotiate an Indirect Rate. If you have an established NICRA with a federal agency, we will accept that.

Q. Below is a draft of one of our fringe benefit calculations. Note that we are requesting funding for 100% of all the proposed staff members' salaries and fringe benefits. As a current grantee, we request reimbursement based on the quarter's pay periods and monthly insurance costs. The format we propose for the FY 2018 grant application mirrors the format of the payroll journals that we will be submitting in support of our reimbursement requests.

- A. This is an applicant specific question. Please contact your Grants Manager to work through the answer to this question.