**Grant Application Frequently Asked Questions (FAQs)**

**General Questions**

**Q: I submitted my application’s intent to apply under the wrong category. Do I need to submit a second intent to apply?**

 **A:** No. Due to the lower volume of solicitations open we can correct mislabeled entries. We will pair it up correctly if you submit an application

**Q. How is match calculated?**

**A:** Match can be calculated two ways:

(STOP /JAG) Federal $ / .75 x .25 = \_\_\_\_\_\_\_\_\_\_\_\_

(VOCA) Federal $ / .80 x .20 = \_\_\_\_\_\_\_\_\_\_\_

(examples: $40,000 x .25 = $10,000)    or   ($40,000 / .80) x.20 = $10,000)

For match in cash, the match amount will go in the line item. For match that is in-kind, it will go in the in-kind line item. Any items purchased over $5000 will go under Capital Expense. For more information on match please see the [Grants Manual Ch. 3 Section 1. Match Requirement](https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/financial-requirements.html).

**Q:** **No one at our agency has been trained in uniform guidance and my agency does not have a policy for this. If I don't have this is this going to knock out my application, or can I do some sort of online training pretty quickly?**

**A:** While this will not prevent any application from moving forward in the process, if the agency application is funded, training on Uniform Guidance is required within the first 6 months.

**Q:** **Regarding the “Other Grant Funds Table”.  We are requesting equipment for this VOCA request.  Are you asking for grants we have received that are not related to our enhancement application?**

**A:** Yes, This table is meant to represent **all grant funds** that your agency receives or anticipates that is will receive in FY 2019 for **all** criminal justice or victim service projects.

**Q: How do we notate salary, benefits, and taxes on the budget form? Do we separate out each item?**

**A:** There are several ways this can be noted on the budget form. Examples are below:

Salary estimated at $\_\_\_\_\_\_\_\_\_\_\_\_ approximately \_\_\_\_\_\_\_\_\_\_% of time dedicated to project.

Salary and benefits estimated at $\_\_\_\_\_\_\_\_\_\_\_ approximately \_\_\_\_\_\_\_\_% of time dedicated to project.

Salary estimated at $ \_\_\_\_\_\_\_\_\_ Benefits estimated at $ \_\_\_\_\_\_\_\_\_\_\_ approximately \_\_\_\_\_\_\_\_\_% of time dedicated to project.

EX.: Salary and benefits estimated at $10,000.00 approximately 25% of time dedicated to project.

**Q: Do we need to purchase an accounting system if we do not have one?**

**A:** OCJP Grants Manual, Chapter III, Accounting Criteria (<https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/financial-requirements.html>) states the subrecipient is free to use any accounting system that the subrecipient has established if the system meets the following minimum criteria [located below in the chapter].”

**Q: We get a lot of questions about supplanting. Does everyone understand what that is?**

**A:** “Supplant” means to “replace” or “take the place of.” Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities *may not* be displaced by federal funds and reallocated for other organizational expenses. This is illegal.

Ex: You are awarded this volunteer coordinator position and you promote Dorothy to this position, you must backfill the position so there is an increase in FTEs. In the event your agency is facing a loss of funding, make that clear in your application.

**Q: How do we know what our intended outputs will be if we never received VOCA funding before?**

**A:** Intended outputs should be a projection, what you plan to serve. For example, if you know you get 500-600 clients through your door every year you can safely assume that you will serve between 400-700 clients next year. Use this information to establish a baseline of services.

**Q: Is it reasonable to base numbers off of what you know and where you think your program will go?**

**A:** Look at what your agency did this last fiscal year, and where you are today, then project what these grant monies will allow you to do in the next year i.e. – expanding services.

**Q: The Authorized Official for non-profit agencies is the Board Chair, correct?**

**A:** For federal purposes, your authorized official is your board chair. The project director and fiscal director should be someone who is willing to take on the responsibilities of the projects implementation. These duties are listed in the OCJP Grants Manual located: <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual.html>

**Q:** **We would like to use donated space as match. Is this allowable?**

**A:** This is allowable under VOCA. You can find more information in the **OCJP Grants Manual Chapter III. Financial Requirements** (located at <https://www.tn.gov/finance/office-of-criminal-justice-programs/ocjp/ocjp-grants-manual/financial-requirements.html>) states “The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality”. When using space as match, the agency is required to provide 3 comparable to meet these requirements.

**Q:** **What if we submit a budget which is not accurate?**

**A:** OCJP can only encourage agencies to complete the budget using the knowledge and resources available.  OCJP cannot say at this time if budget modifications after applications are reviewed will be accepted or will impact funding determinations.

**Victim Coordinator Questions**

**Note from the Director:**

**The federal government requires OCJP to breakdown types of victims served. The priority for this open solicitation will be services to Child Abuse, Underserved, and Sexual Assault victims. Applications that include or focus on one or more of those three areas will be ranked as a priority for funding with Sexual Assault victims being the highest priority.**

**Q: For the currently funded DV VWC grants – can we change the Scope to include all victims of crime in General Sessions?**

**A:** No. These positions will remain DV specific – however, the language of the grant agreement is *priority domestic violence*.  In no situation should a DV victim not receive services from a DV VWC if requested, due to working other VOCA allowable non-DV cases.

**Q: Do the new VWC grants have to be vertical?**

**A:** No. The positions can help all victims of crime in the manner (e.g. – court) that best fits your agency’s needs.

**Q: Can the New VWC position work in multiple counties?**

**A:** OCJP encourages agencies to work with the individual counties to create MOUs regarding the VWC and his/her ability to work in multiple counties. For instance, an Elder Abuse ADA who works in multiple counties in the judicial district needs a VWC to assist him/her with victims. One county in the judicial district will need to be the employer/Authorizing Agency for the grant contract.

**Q. Is it possible to let 3-4 counties come together to fund the position and split the grant match requirement? Or not since this would be a single county position?**

**A:** OCJP is open to collaboration between counties, as long as this is relayed in the narrative and budgets accordingly and one county acts as the authorized agency for the grant.

**Q. Can counties provide space in the courthouse for the VOCA person to use to meet with and speak with victims to count as an in-kind contribution?**

**A:** Yes. If your county or DAs office is providing space for the VOCA position as in-kind match, the value of the space should be determined through Fair Market Value or through verification of rental agreements for only the designated space for the VOCA position.

**Ex:**



**Q. What is the best way to keep track of time spent by each supervisor over two or more grants (county and state)?**

**A:** You will continue to use the format you use now, for example the in-kind supervision spreadsheet provided by our office. Just make sure you keep one for each contract so your fiscal department can bill correctly.

**Ex: Supervisor In-Kind Tracking Sheet**



**Ex:**



**Q. Is the named Fiscal Director for the grant required to be a County fiscal employee?**

**A:** Yes. A County fiscal employee does have to be named, as they are the Authorizing Agency. However, someone from the DAs office can be an alternate contact person. You can use the salary hours for this DA employee as match.

**Q. What if the MOU cannot be approved and executed by the County/DA in time for the application deadline?**

**A:** An MOU is not a requirement of the grant application. . If your county’s policies require the legislative body approval, that can be something that is discussed and a timeline formulated if you are funded.

**Q. Does the grant require the employee salary be set at a particular DA salary scale level or a not to exceed a certain DA salary scale level?**

**A:** OCJP has not set a salary for the position.

**Q. May the grant include funding for a desk, chair, computer, etc. for use by the grant Victim/Witness Coordinator?**

**A:** Yes

**Q. May the grant include funding for the Victim/Witness Coordinator to meet the qualifications for certification and receive the $500 extra pay in years two and three?**

**A:** Yes, OCJP encourages agencies to add monies for the certification and any other training opportunities. Keep in mind that bonuses are not allowable under VOCA, but an increase in salary in year 2 and 3 is acceptable.

**Q. May the Grant include money for travel and training to obtain certification and/or attend the DA’s conference for V/W coordinators that is offered every other year?**

**A:** Yes – see above.

**Q. What are some of the best ways or examples of how to fund direct services to victims? For instance, can we offer transportation vouchers, emergency shelter, emergency clothing and toiletries?**

**A:** Yes. Keep in mind that VOCA does not allow for gift cards and that you will need to be able to track any items provided to victims.

**Q. Can we include indirect services intended to benefit victims? Some possible examples might include: victim and witness information brochures, officer training sessions, web site or web site video production, community awareness events.**

**A:** Yes. Keep in mind that certain items will need to be preapproved.

**Q. How many grants are expected to be available?**

**A:** Undetermined at this time.

**Multi-Jurisdictional Drug Task Force Questions**

**Q: In the past, the State has provided examples of previously submitted grant proposals. Is it possible to get an example proposal for the purchase of equipment for this grant?**

**A:** We do not have examples based upon the current scope of services / narrative. We do have the examples that were provided in previous grant years. Overall, these examples are very similar to the current scope of services / narrative although certain information (particularly with respect to qualifying counties) is not present. These examples contain fictional information and are not examples of approved grants.

If using these examples please follow the directions on the scope of services included in the solicitation packet (particularly with respect to qualifying counties) and utilize these examples as a reference for verbiage.

Example DTFs:

* [Support](https://tn.gov/content/dam/tn/finance/ocjp/Example%20DTF%20-%20Support.pdf)
* [Special Project – Clerk](https://tn.gov/content/dam/tn/finance/ocjp/Example%20DTF%20-%20Special%20Project%20-%20Clerk.pdf)
* [Special Project – K9](https://tn.gov/content/dam/tn/finance/ocjp/Example%20DTF%20-%20Special%20Project%20-%20K9.pdf)

**Human Trafficking Grant Questions**

**Q: It is my understanding that construction costs are not allowable under this solicitation. Can we include architectural drafting fees/expenses related to zoning requirements which will factor into the overall construction budget?**

**A:** No. Any Cost related to construction is unallowable under this fund source.

**Q: Can monies be used to rent / remodel a current space?**

**A:** Yes

**Q: Can funds be used to implement a new program/residential space for victims of Sex Trafficking?**

**A:** Yes. The program purpose includes proposals which address the OCJP/VOCA priority of expanding residential support services capacity and enhancing services to victims of human trafficking in Tennessee.

**Q: Can money from the Trafficking Grant be used to purchase a building and then remodel it?**

**A:** No- VOCA unallowables- (e) Capital expenses—Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction

**Trauma Informed Therapy Grant Questions**

**Q: The solicitation states the purpose is, “to establish a network of therapeutic practitioners to provide mental health services…” A couple of paragraphs later, therapy is defined as intensive professional psychological/psychiatric treatment to provide emotional support. Are psychological or psychiatric assessments included in this definition, and would it be considered a grant-funded therapeutic service? We are getting more referral requests for assessment, particularly with children and want to make sure we are clear about what would be allowable and included.**

**A:** Assessments must be related to the treatment of trauma related to the specific victimization and should include a therapeutic component.

**Q: Under program purpose, it states market value is determined based on TN Department of Labor Statistics for the region/county. Would these be the ones located at** [**www.bls.gov**](http://www.bls.gov) **for Occupational Employment Statistics providing the median, mean, and annual wages, or what resource is available and where to know what the market value is for our area? Under our current VOCA we pay therapist $50-$60 an hour.**

**A:** Hourly wage / Salary wage should be determined based on rate of pay for like services in the geographical area served by the proposed project. Justification of the wage should be included as part of the input narrative. Agencies may also use the following website to assist with determining wage: <https://data.bls.gov/oes/#/home>.



**Q: Can this request go to fund part time positions or is it only for full time?**

**A:** Since this is a contract therapy program, OCJP is taking into consideration that employed / contracted therapists may be on a full-time, part-time, or contractual basis depending on the nature of the proposed project.

**Q: We would like to ask for $125 in year two in order to pay for our staff’s license renewal. Is this an allowable cost and what category would you want us to put it under?**

**A:** This is an allowable costs. You can put this in the Professional Fees line item.