

State of Hawaii  
Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
Grants and Planning Branch

**Addendum 1**

**April 6, 2017**

**To**

**Request for Proposals**

**RFP Number: AG-CPJAD-VOCA-2016-VA**

**Victims of Crime Act Victims Assistance  
Grant Program**

Date issued: March 8, 2017

Proposal Due Date: April 21, 2017

April 6, 2017

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS (RFP)**

**Victims of Crime Act Victims Assistance Grant Program**

**AG-CPJAD-VOCA-2016-VA**

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch is issuing this addendum to AG-CPJAD-VOCA-2016-VA, Victims of Crime Act Victims Assistance Grant Program, for the purposes of:

- Responding to questions that arose at the orientation meeting of March 21, 2017 and written questions subsequently submitted in accordance with Section 1.8, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

Please be aware that the amendments to the RFP in Addendum I, dated April 6, 2017 and posted to the State Procurement Office website, supersede the RFP posted on March 8, 2017.

If you have any questions, contact:

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Amendments

For

RFP No. AG-CPJAD-VOCA-2016-VA  
Victims of Crime Act Victims Assistance Grant Program  
(Date Issued: March 8, 2017)

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch is issuing this addendum to RFP No. AG-CPJAD-VOCA-2016-VA, Victims of Crime Act Victims Assistance Grant Program, for the purpose of amending the RFP as follows:

Section & Subsection	Page	Amendment
<b>RFP Table of Contents</b>		
RFP Table of Contents	i – ii	Title and page numbers were corrected.
	i	Title and page number
		Section 2 – Service Specifications was amended from:
		B. Planning Activities Conducted in Preparation for
		this RFP ..... 2-2
		To the following:
		B. History of Planning Activities for VOCA Grant
		..... 2-3

**Section 1 – Administrative Overview**

No changes

**Section 2 – Service Specifications**

2.1.F. Probable funding amounts, source, and period of availability	2-6	<p>The Total Funding Available was amended to the following:</p> <p>A total of <del>\$6,581,669</del> \$6,521,949 in funding will be available:</p> <ul style="list-style-type: none"> <li>• FY 2015 VOCA Grant: <del>\$1,394,204</del> \$1,364,324</li> <li>• FY 2016 VOCA Grant <del>\$5,187,465</del> \$5,157,625</li> </ul>
2.4.2. Scope of Work – Definitions of “Services” and Examples of “Core Victim Services”	2-13	<p>The text was amended from:</p> <p>The VOCA Federal Program Guidelines defines “services” as those efforts that:</p> <ul style="list-style-type: none"> <li>• Respond to the emotional and physical needs of crime victims;</li> <li>• Assist primary and secondary victims of crime</li> </ul>

- to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; and
- Provide victims of crime with a measure of safety and security, such as boarding-up broken windows and replacing/repairing locks.

To the following:

The VOCA Rules defines “services” as those efforts that:

1. Respond to the emotional, psychological, or physical needs of crime victims;
2. Assist victims to stabilize their lives after victimization;
3. Assist victims of crime to understand and participate in the criminal justice system; or
4. Restore a measure of safety and security for the victim.

### **Section 3 – Proposal Application Instructions**

No changes

### **Section 4 – Proposal Evaluation**

No changes

### **Section 5 – Attachments**

No changes

Responses to Question Raised by Potential Applicants For

RFP No. AG-CPJAD-VOCA-2016-VA  
Victims of Crime Act Victims Assistance Grant Program  
(Date Issued: March 8, 2017)

The Amendment is also being issued to respond to questions that arose at the March 21, 2017 orientation meeting and written questions subsequently submitted in accordance with Section 1.8, of the RFP.

Potential applicants were informed at the orientation, as well as in Section 1.7 of the RFP, that “Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation but no later than the submittal deadline for written questions indicated in subsection 1.8, Submission of Questions.”

Questions have been rephrased for clarity. This addendum represents the Department’s best responses and answers based on our understanding of the questions presented. The answers are not definitive at this time. Final determinations on what proposed costs and activities are allowable will be made during the grant application review and scoring process after the Department has had the opportunity to consider the total grant application. Applicants should refer to 28 C.F.R. Part 94 (“VOCA Rules”), issued on July 8, 2016, and the DOJ Grants Financial Guide (“DOJ Guide”) for more guidance.

**1. Can interns be considered volunteers?**

*Response:*

This is a clarification question regarding RFP p. 2-8, which outlines the requirement for applicants to use volunteers to qualify for VOCA funding.

*Answer:*

Yes, interns can be considered volunteers if they are unpaid.

**2. Does bullying in the context of VOCA refer to school bullying?**

*Response:*

This is a clarification question regarding RFP pp. 2-13 and 2-26, on the definition of “child abuse” for the child abuse priority area, which qualifies for additional points, and the child abuse set aside.

*Answer:*

The VOCA Rules do not provide a definition for the term “bullying.”

*Rationale:*

The VOCA Rules, 28 C.F.R. §94.102 define a “crime victim” as “a person who has suffered physical, sexual financial, or emotional harm as a result of the commission of a crime.” Additionally “victim of child abuse” is defined under the same section of the VOCA Rules as a “victim of crime, where such crime involved an act or omission considered to be child abuse under the law of the relevant SAA jurisdiction. In addition, for purposes of this program, victims of child abuse may include, but are not limited to, child victims of: Physical, sexual, or emotional abuse; child pornography related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.” No further clarification is provided for the term “bullying.”

**3. Can window, door, and lock replacement be directly financed with VOCA funds?**

*Response:*

This is a clarification question regarding the allowable services, activities, and costs described in RFP p. 2-15.

*Answer:*

Yes. The project can purchase windows, doors, new locks, and other items for victims if they are needed to keep the victim safe, and as a direct result of the crime.

*Rationale:*

VOCA allowable direct service costs listed in 28 C.F.R. §94.119(a)(8) include “window, door, or lock replacement or repairs necessary to ensure a victim’s safety.”

**4. Would local travel include neighbor island travel?**

*Response:*

This is a clarification question for RFP p. 2-18 and 2-19 which list allowable administrative costs.

*Answer:*

Yes. Neighbor island travel is allowable under the VOCA Rules. The project must provide justification for why travel to other islands is needed to accomplish its goals and objectives.

*Rationale:*

See 28 C.F.R. §94.121 for a list of allowable travel for direct service staff.

The applicant must have a method of documenting the means of travel, date, mileage, costs and other associated expenses for all VOCA-funded travel included

in the budget. Travel justifications for neighbor island travel will be reviewed and approved by the Department, if appropriate.

**5. Is training-related travel for volunteers allowable?**

*Response:*

This is a clarification question for RFP p. 2-18 and 2-19 which list allowable administrative costs, including training-related travel.

*Answer:*

No. The VOCA Rules specifies only training-related travel for paid direct staff is allowable.

*Rationale:*

The definition of allowable travel in 28 C.F.R. §94.121(c) lists “training related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff (both VOCA-funded and not).”

(Emphasis added.)

**6. Are divorce and custody proceedings allowable?**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed on RFP p. 2-16.

*Answer:*

Yes, if the divorce or custody proceedings are directly related to the victimization or victim safety, such as helping a victim of domestic violence get divorced from an abuser, assistance with divorce and custody are allowable expenses under VOCA. Please see RFP p. 2-15 and 2-16 and VOCA Rule 28 C.F.R. §94.119(f) for more information.

**7. Can VOCA funds be used for medical/mental health assessments to be used in legal proceedings and help victims through legal reporting procedures?**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed in RFP p. 2-14 through 2-21.

*Answer:*

Mental health counseling and care and medical forensic examinations are allowable under the VOCA Rules. However, if the purpose of the mental health or medical exam is solely to aid in legal proceedings, these costs are not allowable VOCA expenditures. The Department would need to see the specifics of the project and the justification to make a final determination on whether or not the



proposed services are allowable under VOCA. Please see RFP p. 2-15 and p. 2-16 for more information on allowable medical costs. Additionally, a list of services, activities, and costs that are not allowable can be found on p. 2-6.

**8. Can you apply for the geographic set-aside if you are going to provide services statewide, in addition to providing services to neighbor islands?**

*Response:*

This is a clarification question related to the requirements for applicants seeking consideration for the geographic set aside of \$300,000 for each of the listed counties described in RFP p. 2-27 and 2-28.

*Answer:*

No. To qualify for the geographic set-aside, the proposed project must demonstrate that 100% of the total number of victims served, or 100% of the anticipated number of victims to be served are residents of the County of Hawaii, County of Kauai, and/or County of Maui. The purpose of the geographic set-asides is to promote the provision of victim services in rural or geographically isolated areas of the State which are currently underserved. The \$300,000 per county is not a cap in funds, the Department may award more based on the applications it receives. Please note that a project that serves victims statewide as well as providing services to geographically isolated areas may qualify for additional points if they meet the criteria described in RFP p. 2-24, even if they do not qualify for the geographic set-aside.

**9. How long can we assist victims under VOCA? IS there a timeframe for victimization to qualify for service? Can we help someone who was victimized a year ago?**

*Answer:*

There is no set timeframe for victimization for a victim to qualify for services, as long as the services are directly related to the victimization. VOCA does not restrict funding to only those victims who just recently suffered a criminal incident. Additionally the agency can determine how long they work with the victim, if those services are directly related to the victimization. However, the agency should keep in mind that the grant period is two years when structuring the project. Any VOCA funds that are unspent at the end of the two-year period must be returned to the Department. Please refer to RFP p. 2-5 for the definition of crime victim.

*Rationale:*

28 C.F.R. §94.102 define a *crime victim* or *victim of crime* as “a person who has suffered physical, sexual, financial, or emotional harm as the result of a commission of a crime.” One of the stated purposes of VOCA is to support “services that respond to the immediate needs... of crime victims.” The VOCA

Rules and Guidelines do not set a time limit on the provision of services after victimization.

**10. Is there a cap of funds for each victim?**

*Answer:*

No. There is no cap on funding for each victim. However, the agency should use its best discretion when allocating funding for one particular victim. Please refer to RFP p. 3-12 regarding the requirement for the grant applicant to explain how its costs are reasonable and necessary to accomplish its proposed services.

*Rationale:*

There is no stated cap on funding included in the VOCA Rules or DOJ Guidelines.

**11. Are educational expenses (tuition and books) for victims covered under VOCA?**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed in RFP p. 2-14 through 2-21.

*Answer:*

No. Educational expenses are not included in the list of allowable project costs.

*Rationale:*

One of the purposes of VOCA funds is to address the immediate needs of clients that arise as a result of their victimization. Educational expenses are generally ongoing. Please see 28 C.F.R. §94.119 for a more detailed list of allowable direct service costs.

**12. We have a program that offers therapy for children that experience inter-familial sexual contacts, sexually reactive youth, and other age-inappropriate sexual behavior – situations where child welfare does not open a case. Would services provided by this program be allowable under VOCA?**

*Response:*

This is a clarification question related to the description of the target population to be served, as found on RFP p. 2-5, and the allowable services, activities, and costs listed on RFP p. 2-14 through 2-21.

*Answer:*

The Department will consider the justification to determine whether or not the project qualifies for VOCA funds. The grant application would need to clearly identify how the clients are crime victims, why they need services, and what

services would be provided. Services under VOCA must relate to victimization. The agency would also need to describe how it screens potential clients to determine whether or not they qualify for participation in the project.

*Rationale:*

28 C.F.R. §94.102 define a *crime victim* or *victim of crime* as “a person who has suffered physical, sexual, financial, or emotional harm as the result of a commission of a crime.” Please refer to 28 C.F.R. §94.102 for further definitions of victim populations.

Additionally, RFP p. 3-9 outlines the requirements for the proposed project activities, including describing “clients to be served, client selection criteria, etc.”

- 13. Is child care service on a longer-term, for example 3 months, allowable? This would be used when the victim/mother is applying for a job, attending school, or working, all of which would stabilize their lives after victimization.**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed on RFP p. 2-14 through 2-21.

*Answer:*

One of the purposes of VOCA funds is to help with the immediate needs of victims directly following their victimization. To that end, VOCA funds can be used to help clients cover immediate child care needs, such as child care to assist clients in attending criminal justice proceedings or other public proceedings that arise from the crime. The agency would need to provide a definition for the amount of time “longer-term” constitutes, and thorough justification to the Department describing why longer-term child care is necessary and how it addresses victim needs that arose as a result of the victimization. The Department may need to seek further approval from the Office of Victims of Crime (OVC) on a case-by-case basis.

*Rationale:*

The VOCA Rules list several examples of childcare under allowable costs. Please refer to 28 C.F.R. §94.119 for a more extensive list of allowable costs than is included in the RFP.

- 14. Is car repair allowable for those victims living in rural areas? Some rural areas are not accessible by bus. The car repair would be to enable victims to access work, childcare, etc.**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed on RFP p. 2-14 through 2-21.

*Answer:*

While VOCA funds may be used to address the immediate emergency needs that arise as a result of a client's victimization, car repairs may be not allowable unless they are justified appropriately and thoroughly within the project's scope of service. The Department will consider whether the project has exhausted other viable means of transportation, such as public transportation or staff assistance in transportation, over mechanical repairs for vehicles. The Department may need to seek further approval from the Office of Victims of Crime (OVC) on a case-by-case basis.

*Rationale:*

As noted in RFP p. 2-14, the non-exhaustive list of allowable project expenses includes "emergency food, clothing, transportation, and shelter." Additionally, the VOCA Rules defines services as efforts that "respond to the emotional, psychological, and physical needs of crime victims," and/or those services that "assist victims to stabilize their lives after a victimization." Please refer to RFP p. 2-4 and 5 for the definition of services. The Department recognizes that victims residing in rural and geographically isolated areas may have unique needs, such as need for transportation assistance, to access services and supports following their victimization.

- 15. When providing direct services, which includes therapy for victims, our program also provides education and other services to the entire family. Are those services we provide to the family also allowable under VOCA?**

*Response:*

This is a clarification question related to the definitions of "services" provided on RFP p. 2-4 through 2 -5 and 2-13.

*Answer:*

Yes. Providing direct services to secondary victims are allowable expenditures under VOCA. The grant application would need to provide justification as to how the family members also qualify as victims.

- 16. Are costs related to children's immediate needs like clothing, diapers, etc. allowable under VOCA?**

*Response:*

This is a clarification question related to the allowable services, activities, and costs listed on RFP p. 2-13.

*Answer:*

Yes. Children's clothing, diapers, etc. are allowable emergency costs under VOCA.

*Rationale:*

Although VOCA-funded projects in general cannot reimburse victims for expenses incurred as a result of the crime, the RFP lists “emergency food, clothing, transportation, and shelter” as allowable costs on p. 2-14. Items such as children’s clothing and diapers are eligible for support under this category if they are required as part of the immediate physical health and safety needs of the victim and their dependents following victimization.

**17. The RFP approves mental health counseling, traditional, cultural and/or therapy healing. Does it include dental?**

*Response:*

This is a clarification question related to the allowable services, activities, and costs listed on RFP p. 2-15.

*Answer:*

No. Dental care is not an allowable cost under VOCA.

*Rationale:*

The above-referenced category that includes “traditional, cultural, and/or alternative therapy/healing” on RFP p. 2-15 lists allowable costs related to personal advocacy and emotional support for victims. Dental care does not fall under this category. Per 28 C.F.R. §94.121(g) medical care, except as specifically allowed under §94.119, are expressly unallowable expenses. Furthermore, the previous VOCA Guidelines include dental care in the prohibition against most medical costs.

**18. Are there criteria/guidelines for how we handle case management and services to victims? Is there a definition of what constitutes case management?**

*Response:*

This is a clarification question related to the allowable services, activities, and costs listed on RFP p. 2-15.

*Answer:*

No, there are no specific criteria for “case management.” The Department will evaluate on a case-by-case basis if the services the agency is proposing fall under the umbrella of case management and are allowable under VOCA.

*Rationale:*

There is no definition of what constitutes “case management” provided in the VOCA Rules or Guidelines. The Department will use similar criteria to the evaluation criteria for “advocacy, counseling, and transitional services” described

in RFP Section 2.1.B. (p. 2-4). Specifically, the Department will consider the actual service provided under the label “case management,” the benefit of the service to the crime victim, as supported by evidence based and trauma informed or therapeutic case management standards, and how the proposed services compare to similar services provided to victims by other projects.

**19. Can we include in the proposal renovations that are “no cost?”**

*Response:*

This is a clarification question related to the limitations of the VOCA Grant listed under RFP p. 2-6 and 2-7.

*Answer:*

No. Renovations are not allowed under VOCA Rules and Guidelines. If the renovations are at “no cost” to the grant, do not include them in the grant application.

*Rationale:*

Capital expenses, including “capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction,” are expressly prohibited under 28 C.F.R. §94.121(e).

**20. If I have an HR person who compiles the VOCA staff time for payment, is that time billable to VOCA as long as it is prorated, or reflects only the VOCA paid staff? Would an administrative person who compiles billable information for invoicing the VOCA invoice also be billable as long as it is related to VOCA staff only?**

*Response:*

This is a clarification question related to allowable administrative services listed on RFP p. 2-19.

*Answer:*

Yes. The HR or administrative staff’s time would need to be prorated to reflect the amount of time spent on VOCA-related activities.

*Rationale:*

As noted on RFP p. 2-19, “administrative time for VOCA funded staff, including time spent on the following: completing VOCA required time and attendance sheets and programmatic documentation, reports and statistics” are allowable expenses as long as they only reflect staff time spent on VOCA-related administrative tasks.

**21. I come from a medium-sized agency. While my title is COO, I am the direct supervisor of staff who provides direct services. Is some of my salary billable?**

*Response:*

This is a clarification question related to allowable administrative services listed on RFP p. 2-17.

*Answer:*

Yes. The grant application would need to include an organizational chart indicating the COO was a direct supervisor of staff who provides direct services. The salary would then need to be prorated to reflect the amount of time spent supervising direct service staff.

*Rationale:*

Payment for supervision of direct service staff is listed under 28 C.F.R. §94.120(b) provided that “such staff are necessary and effectively facilitate the provision of direct services.”

Management requirements, including information on how to submit the appropriate documentation of key personnel and the organizational chart of the project can be found in RFP Section 3, Proposal Application Instructions.

- 22. As a program director for our sex assault support unit, a portion of my salary and a portion of my therapists’ salaries are paid for from non-Federal funds. Do these salaries constitute a match?**

*Response:*

This is a clarification question related to the match requirement described on RFP p. 2-10 and 2-11.

*Answer:*

Yes, the portion of the salary in question and the therapist’s salaries supported by non-federal funds may constitute a match, if these staff members will provide services under the VOCA project. Please be aware that funds used to satisfy the match requirement listed on RFP p. 2-10 and 2-11 are restricted to the same uses as VOCA Grant funds, and must be expended within the two-year grant period.

- 23. Is there the possibility of being granted a waiver for the match?**

*Response:*

This is a clarification question related to the match requirement described on RFP p. 2-10 and 2-11.

*Answer:*

No. To qualify to receive VOCA funds, an agency must provide a 20% match for the VOCA project. Please refer to RFP p. 2-10 and 2-11 for more information on the match requirement.

**24. Are student intern hours allowable as an in-kind donation?**

*Response:*

This is a clarification question related to the match requirement described on RFP p. 2-10 and 2-11.

*Answer:*

Yes. It is possible on a case-by-case basis with prior approval from the Department. Salaries for paid student interns can be used as a match similar to salaries for other paid staff. Student interns who are unpaid are considered volunteers for VOCA purposes. The value of volunteer services can be donated if the project is able to adequately track the hours and activities completed by the volunteer. Volunteer services are valued at the hourly rate the organization would pay staff to perform similar work, or at fair market value of the donated task or activity if no paid employees perform similar work.

**25. Can an agency apply for funding for equipment and furniture only, and no direct staff costs?**

*Answer:*

The VOCA RFP defines crime victims, RFP p. 2-5, and the provision of direct services to crime victims, RFP p. 2-5 & 5. If the agency meets those definitions, it may be eligible to apply for allowable services, activities, and costs, RFP p. 2-14 through 20. Equipment and furniture are allowable administrative costs if they are directly related to providing direct services to crime victims, RFP p. 2-19 and 20. An example is furniture for victim waiting rooms. The Department will need an explanation of how the request in the grant application will be directly related to providing direct services to victims.

**26. We are looking to provide services to minors who are suspected to or determined to have been involved in commercial sexual exploitation/trafficking. Does this qualify as an underserved population, or could the project fall under the child abuse set-aside, or both?**

*Answer:*

As the RFP describes, the child abuse set aside amount is \$600,000 for the two year grant period. The set aside was established to encourage child abuse projects to apply. Note, however, the criteria that need to be met for the set aside, RFP, p. 2-26. "Child abuse" under the set-aside is defined as sexually abused children 17 years old and younger, including commercially exploited children. For child sex trafficking victims, an agency may be able to apply for the set aside and the additional points under serving the underserved priorities, p. 2-25. The categories



are not mutually exclusive. Additionally, the set-aside amount is not a cap on funding child abuse projects, p. 2-27.

**27. When was the last RFP for VOCA put out?**

*Answer:*

An RFP was issued on March 4, 2016 for 2015 VOCA funds. Prior to that, The Department received around \$2 million in VOCA funds per year, and funded the Victim Witness units in each county. This is the second year the Department is able to issue an RFP for non-profits and other government agencies to apply to receive funds. More information on the history of the VOCA grant is provided on RFP p. 2-2.

**28. We are now in 2017. Is it normal for the funding year of the grant to be different than the current year?**

*Answer:*

Yes. It is normal to have a lag between the funding year of the grant and when it is administered.

**29. What is the timeline for RFP notification? Are there more details available?**

*Response:*

This is a clarification question related to the Procurement Timetable listed in RFP Section 1.1.

*Answer:*

The Procurement Timetable in RFP Section 1.1 represents the Department's best estimated schedule for releasing notices of statement of findings and decision. No revisions or further details on the Timetable are available at this time.

**30. If we have a line item in the budget that needs justification, what is the best way to do that?**

*Answer:*

Any justifications for budget items should be included as part of the grant application's cost proposal. The cost proposal includes SPO forms, which allow for justification of budget line items. The instructions for completing the cost proposal can be found on RFP p. 3-12 and 3-13. Additional instructions on completing the SPO forms can be found in the Proposal Application Checklist (p. 5-1) and the SPO website.

**31. Are budget revisions allowed? If we are having difficulty spending down a line item, what is the procedure for budget revisions? Is a budget revision required if the change is less than 10%?**

*Answer:*

For projects awarded a contract, budget revisions are allowed with approval from the Department under certain circumstances, including any time there is a change to a budget line item that exceeds the total for that category by 5% or more; and any significant change to the project's goals, objectives, activities, timeline, source of match, or individual budget items. The budget modification must be approved prior to the expenditure, and completed at least 45 days before the project end date. Please refer to in general Fiscal Reports in the RFP p. 2-31.

However, the budget included in the grant application should be the best estimation of the funds needed to support the project.

**32. The RFP asks for electronic files to be provided on a CD. Is a thumb drive acceptable?**

*Response:*

This is a clarification question related to the RFP Proposal Mail-in and Delivery Information Sheet.

*Answer:*

No. Please submit the RFP and copies exactly as requested in the Proposal Mail-in and Delivery Information Sheet.

**33. What kind of public presentations are allowable under VOCA?**

*Response:*

This is a clarification question related to the allowable public awareness and education presentations listed on RFP p. 2-17.

*Answer:*

Per the VOCA Rules, 94 C.F.R Part §119 (j), allowable activities include “public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, an public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.” Please refer to the VOCA Rules for more information.

**34. If our agency is planning on partnering with another agency, do we have to describe our partner's experience and capabilities in our proposal?**

*Response:*

This is a clarification question related to an agency's experience and capability, on RFP p. 3-3.

*Answer:*

Yes. Any agency that is providing services as part of the VOCA project, such as other agency partners or collaborators, should be included in the grant application. All agencies included in the application must meet the eligibility requirements listed on p. 2-8 and 2-9. Additionally, RFP Section 3-2, p. 3-4 provides a description of the experience each agency must have.

- 35. If our agency applied for the grant and provided administrative support, would we be able to subcontract the direct services to another agency?**

*Answer:*

As listed on RFP p. 2-5, the primary purposes of the VOCA Grant is to support the provision of direct services to victims of crime. More information on the proposed project, and the justification for structuring it as described, is needed before the Department can make a determination on whether or not the project is allowable under the VOCA Rules. Please note that all agencies included in the application must meet the eligibility requirements listed on p. 2-8 and 2-9, and have the required experience detailed on p. 3-4.

- 36. Our agency is a current recipient of FY15 VOCA grant funds. Our current contract period is 7/1/17 – 6/30/18. Would we be eligible to apply for the FY16 RFP, despite the overlap in contract periods (7/1/2017 – 6/30/2018)?**

*Answer:*

Yes. The agency would still be eligible to apply for a third year of funding, through 6/30/2019. Note that the budget for the fiscal year ending 6/30/18 will be zero, "0". The minimum amount of funding per project year is \$50,000.

- 37. Are we able to leverage with other grants? For example, can we help someone with two grants for the same service such as rental assistance, one of which is VOCA?**

*Answer:*

Yes. If an application has been submitted to other funding sources, and funding has already been secured, the name, source agency, and amount of the grant should be listed under Part K of the grant application's Title Page (p. 3-8). The project narrative should also describe how the VOCA funds would be used to expand and enhance the project. Please be aware that VOCA funds cannot provide duplicative federal funding for a project, and that federal funds cannot supplant state or local funding. Please also note that applicants are required to maintain an adequate accounting system with the capacity to track project funds from different sources separately, as described on RFP p. 3-13.