

VOCA NOTICE OF FUNDING OPPORTUNITY QUESTIONS & ANSWERS

ARE THE 10% MINIMUM CATEGORY REQUIREMENTS BY REGION, OR STATEWIDE?

The 10% minimum category requirements are based on the total amount of the federal VOCA grant awarded to the Department of Social Services. Awards will be made to ensure minimum levels are met.

PLEASE EXPLAIN UNDERSERVED.

Please refer to paragraph 1.3.5 d. of the NFO.

WHY WAS THE DECISION MADE TO DISTRIBUTE AWARDS BASED ON REGIONS?

Awards by region helps ensure equitable distribution of funds based on number of victims in a region. The funding regions mirror Missouri Coalition Against Domestic and Sexual Violence (MCADSV) regions with the exception of some counties to keep counties within judicial circuits together.

WHAT DATA WAS USED TO DETERMINE THE REGIONS?

Data sources used were the crime victimization rates and data from the Missouri State Highway Patrol (MSHP), and the Department Child Abuse and Neglect data.

WHY WASN'T AGENCY DATA USED TO DETERMINE REGIONS?

Missouri State Highway Patrol (MSHP), and the Department Child Abuse and Neglect data represents victims that were served.

MSHP DATA CAN BE INCORRECT, AS VICTIMS MAY NOT REPORT, HOW WAS THIS TAKEN INTO CONSIDERATION?

It is expected this is a statewide issue that would affect all data. Therefore, the impact should be absorbed across the regions.

HOW WILL REGIONAL CAPS AFFECT STATEWIDE PROJECTS?

Interested organizations will need to bid based on the services they will provide within each region. All bids must be for the services performed within the specified region. Agencies will submit separate budget and budget narrative for each awarded region within 10 days after award. In addition, report submission will be based on region.

HOW DOES \$34 MILLION COMPARE TO OTHER YEARS?

- FFY17: \$34.4M
- FFY18: \$61.8M
- FFY19: \$41.7M
- FFY20: \$30.9M
- FFY21: \$20.2M

WHY IS THE AMOUNT OF FUNDING BASED ON THE CURRENT GRANT AND HOW ARE THE PREVIOUS YEAR'S BALANCES BEING USED?

The U.S. Department of Justice (DOJ) awards VOCA funds for two Federal Fiscal Years at a time. This bid is for funds from 2019 and 2020. The 2018 funds are being monitored to ensure they are fully spent prior to the 2019 funds.

WHY IS THE BUDGET AND BUDGET NARRATIVE NOT INCLUDED IN THE BID PROCESS?

The budget and budget narratives will be reviewed outside of the award process. This process previously delayed the awards due to clarifying questions, unallowable costs, and requests for revised budget and budget narratives. The Department expects more bids than available funding; therefore, award amounts will likely change from the requested amount to ensure funds are distributed in a manner that provides necessary services to the most victims. Budget and budget narratives will be based on the actual awarded contract amount and will be closely reviewed for reasonable, necessary, and justified costs.

WHAT IF A VICTIM CHOOSES TO RECEIVE SERVICES IN ANOTHER REGION?

Victims may seek services in any region, regardless of where the victim resides. When completing a bid, the number of victims and types of services that are anticipated to be provided within each region must be considered.

WHAT IF A VICTIM DOESN'T DISCLOSE THEIR ADDRESS?

Services are not based on where the client resides, but instead on where the services are being provided.

WHAT HAPPENS IF WE RUN OUT OF FUNDING FOR A REGION?

Bids should be based on the expected service level. All grant recipients are requested to report any potential funds they will lapse by no later than June 30th of each year for redistribution as determined by the Department.

WILL WE BE ALLOWED TO USE FUNDS FROM OTHER REGIONS EVEN THOUGH WE MIGHT BE SERVING MORE INDIVIDUALS IN A SPECIFIC AREA?

You cannot use funds from other regions if you are awarded multiple regions. Each region will have separate awards and contracts.

IF WE SUBMIT THREE PROPOSALS AND ONLY ONE REGIONAL PROPOSAL IS AWARDED, HOW DO YOU EXPLAIN NOT SERVING VICTIMS IN THE OTHER TWO REGIONS?

Services will be available in all regions. If an agency does not receive an award in all regions, other agencies will provide the services. It is expected that agencies work together to ensure the needs of victims are met.

WILL THERE BE OPPORTUNITIES TO REQUEST INCREASES IN RENEWALS BASED ON COL ADJUSTMENTS?

The amount of funding is based on the award from the DOJ.

HOW SOON WILL WE BE NOTIFIED OF THE FUNDING AVAILABLE FOR THE NEXT FISCAL YEAR/RENEWAL OF OUR CONTRACTS?

All agencies are required to report anticipated expenditures through September 30th by June 30th. The notification timeframe for optional renewals will depend on timely agency responses.

WHAT IS THE START DATE OF THE NEW CONTRACTS?

The start date is expected to be October 1, 2021.

DO ALL VICTIMS HAVE TO SUBMIT AN APPLICATION FOR CRIME VICTIM COMPENSATION?

No. Submitting an application for Crime Victim Compensation is the discretion of the victim.

THE MONTHLY BILLING FORM THAT IS ATTACHED TO THIS NFO IS THE OLD FORMAT AND NOT THE ONE CURRENTLY USED. ARE WE GOING BACK TO THE OLD FORM?

No. Agencies will use the invoice available at <https://dss.mo.gov/dfas/victims-of-crime-act/>. The sample form attached to the NFO will be removed. New forms are being created and will be available to agencies after the grant awards.

SECTION 4.8.1 STATES THERE IS NO RECOURSE FOR THE DETERMINATION OF FUNDING. IS THERE NO APPEAL OR FORMAL GRIEVANCE PROCESS?

No.

CAN SECTION 4.13.1 BE FURTHER EXPLAINED PLEASE?

To find more information, go to the Missouri Department of Social Services' [VOCA Financial and Administrative Guide for Sub recipient Agencies](#), VIII. Property Standards. [DOJ Grants Financial Guide](#), III. Postaward Requirements, 3.7 Property Standards. DOJ Grants Financial Guide, III. Postaward Requirements, 3.6 Costs Requiring Prior Approval. C.F.R. Title 2, Subtitle A, Chapter II, Part 200, Subpart D, Property Standards, 200.310 through 200.327.

CAN YOU PLEASE EXPLAIN SECTION 4.16.3; DO WE HAVE TO OBTAIN WRITTEN PERMISSION FROM THE DEPARTMENT TO USE OUR OWN STATISTICS?

This language is consistent throughout Department contracts. The intention of this language is to ensure agencies are not using federal funding for research, marketing, or commercials without consent. Any unidentified data obtained because of this grant is the property of the Department and then the DOJ.

This does not imply agencies cannot use data to determine appropriate victim services, and ensure needed services are provided.

WHY IS SUPPLANTING INCLUDED, AS I DID NOT THINK IT APPLIED TO SUB RECIPIENTS/NON-PROFITS? THIS IS NOT IN OTHER STATE CONTRACTS.

A sub recipient of federal funds is held to the same standards of the Department and is based on the guidelines of that specific federal grant. Federal guidance for VOCA can be found: [DOJ Financial Guide](#) Section II sub-section 2.3.

WHO WILL BE REVIEWING THE APPLICATIONS?

State employees will review the applications.

WHAT QUALIFICATIONS MUST THE REVIEWERS HAVE TO READ THE APPLICATIONS?

The review process does not require specific qualifications, but instead with the ability to review requirements and submissions. This review process does include state employees with backgrounds in victim's services from the Department of Corrections, Department employees who are not in the VOCA unit, Department of Public Safety, and employees that have served on the Justice Reinvestment Act committee. VOCA Unit employees will act as a liaison for technical questions.

CAN YOU PLEASE CLARIFY WHAT THE DEPARTMENT'S EVALUATION METRICS LOOK LIKE?

The review process, matrix, and required bid components are outlined in Attachment B of the NFO.

IN SECTION 6.2.2, IT INDICATES THAT IN THE CONSIDERATION OF AWARD, COMPLAINTS OF UNSATISFACTORY SERVICE CAN BE CONSIDERED. HOW MUCH WEIGHT IS THAT GIVEN?

These will be reviewed on a case-by-case basis to ensure the complaint was substantiated.

DOES THE PAGE LIMIT FOR PERSONNEL INCLUDE THE 10 EXPERTISE OF KEY PERSONNEL FORMS?

The page limit for personnel is three pages, and an additional 10 pages can be submitted in the key personnel forms.

DO YOU WANT LETTERS OF COLLABORATION OR FORMAL AGREEMENTS?

No. You only need to respond regarding the collaboration in the NFO narrative. If these formalized processes are necessary to create the partnerships, you can describe this in the response.

CAN YOU EXPLAIN WHAT IS IN A SUSTAINABILITY PLAN?

A sustainability plan should include how the agency would continue to operate if this funding is no longer available. This could include examples of donations, other grant funds, volunteers for services in lieu of payment, etc. The current and future expected financial state of the organization should be included in the narrative.

HOW SHOULD A RECEIVED AND FORGIVEN PPP LOAN FACTOR INTO THIS?

The request for funding should be based on need. The bid is based on services that begin on October 1, 2021.

WILL THE FUNDING STILL BE BROKEN OUT INTO SEPARATE PERIODS? OCT – JUNE; JULY – SEPT

No. The funding will be separated based on year with the first contract period of October 1, 2021 – September 30, 2022.

DO VOLUNTEERS HAVE TO BE DIRECT SERVICE VOLUNTEERS?

Volunteer activities used for match calculations must be attributable to VOCA. This can be accomplished through direct services, or a cost allocation methodology for indirect services, which appropriately attributes volunteer hours to VOCA.

IF A CLIENT HAS INSURANCE TO COVER COSTS THAT ARE ALSO PROVIDED AND FUNDED THROUGH VOCA, SHOULD THE INSURANCE BE USED?

VOCA is the payer of last resort. If victims have private or public insurance to cover costs, these should be utilized first. VOCA can pay the allowable unreimbursed costs.

OUR VOLUNTEER POOL DECLINED DURING COVID, AND WE ARE CONCERNED WITH THIS REGARDING THE VOLUNTEER SECTION IN THE NFO.

Previous volunteer activity will not affect the bid process for services that begin October 1, 2021.

HOW DO WE GET A WAIVER FOR VOLUNTEERS?

Waivers will only be granted for agencies that are not allowed to utilize volunteers.

WHEN DO WE SUBMIT THE BUDGET AND BUDGET NARRATIVE?

Refer to paragraph 3.5.1 of the NFO. Budget and Budget Narrative must be submitted within 10(ten) days after the date the contract is awarded.

REGARDING INDIRECT, IS IT CORRECT THAT AGENCIES MAY REQUEST THE 10% DE MINIMIS RATE, USE A NEGOTIATED RATE IF THEY HAVE ONE (WITH MISSOURI OR A FEDERAL AGENCY), OR NOT REQUEST INDIRECT AT ALL?

Yes.

PLEASE EXPLAIN MORE ABOUT COMMUNITY COORDINATION (SECTION F).

Collaboration is described in paragraph 3.1.1 g. of the NFO.

IS UNDERSERVED BOTH CHILD AND ADULT?

Yes. Refer to 1.3.5 d. of the NFO regarding potential underserved populations.

WHAT ARE THE CHARACTERISTICS THAT DEFINE AN AREA AS HIGH URBAN OR RURAL?

Rural areas comprise open country and settlements with fewer than 2,500 residents. Urban areas comprise larger places and densely settled areas around them

ARE VICTIMS OF SHOOTING CONSIDERED UNDERSERVED?

Yes, unless it was domestic violence.

WOULD IT BE POSSIBLE TO PROVIDE A POST-AWARD GRANT ADMINISTRATION TRAINING FOR AWARDED AGENCIES?

Yes.

CAN YOU IDENTIFY WHOM YOU CONSIDER KEY PERSONNEL (DIRECT SERVICE STAFF PAID FOR WITH THE FUNDING VS. MANAGEMENT)?

The organization submitting a bid needs to determine their key personnel. However, this must be limited to 10 staff.

DO UNPAID INTERNS COUNT AS VOLUNTEERS?

Yes.

HOW DO WE ASK FOR MATCH WAIVERS?

Agencies submit the requests to the Department in writing on Agency letterhead

WHAT ARE THE AUDIT REQUIREMENTS FOR THE AGENCIES?

Paragraph 4.15.1 removed by the Addendum to the NFO. Refer to paragraph 2.6.2 for audit requirements.

HOW SHOULD QUESTIONS BE ANSWERED?

Agencies have discretion on how to respond to the various questions in the NFO.

HOW DO WE SUBMIT BIDS FOR MORE THAN ONE REGION?

Agencies need to submit a separate proposal for each region. This can be done in one submission in MissouriBUYS. Agencies submitting for multiple regions can load as many documents as needed to complete their submission. Agencies should clearly name each document by region to ensure it is considered for the correct region.

IF WE ARE PROPOSING TWO DIFFERENT PROGRAMS IN THE SAME REGION, SHOULD WE SUBMIT SEPARATE PROPOSALS?

The proposal should combine the services into one proposal.

WILL THERE BE A SEPARATE NFO FOR TRAINING AND TECHNICAL ASSISTANCE GRANTS? WE ARE POTENTIALLY INTERESTED IN APPLYING AND WOULD LIKE TO BETTER UNDERSTAND THE PROCESS.

Yes. The date of release for that NFO has yet to be determined

WHERE IN THE APPLICATION SHOULD WE STATE THE AMOUNT OF FUNDS WE ARE REQUESTING FOR THE CONTRACT PERIOD? I UNDERSTAND THAT THE BUDGET WORKSHEETS WILL BE SUBMITTED POST-AWARD BUT WE ARE HOPING TO STATE THE AMOUNT WE ARE ASKING FOR WITHIN THE APPLICATION.

Agencies must submit Exhibit 5 – Funding Request and Data Form with their bid.

THERE ARE SEVERAL ATTACHMENTS BEGINNING WITH C – D – ARE THESE REQUIRED AT THE TIME OF SUBMISSION? AT WHAT POINT ARE THESE NEEDED?

Refer to Paragraph 6.1.1 regarding documents to be submitted with the bid. Attachments A and C-J are informational and do not need to be submitted with the bid. Attachment B is also informational, but the Key Personnel Form portion of Attachment B must be submitted with the bid along with responses to the information requested in Attachment B. Exhibit 6 was added by the Addendum to the NFO. Exhibits 1-6 should be submitted with the bid. Fillable forms are available in MissouriBUYS.