

Q&A for VOCA-Supplemental

Personnel:

- If we are adding the same personnel that were in VOCA-2022, do we need to include their full salary and benefits amounts in the supplemental?
 - You should include only those personnel that you are requesting to be reimbursed on the VOCA Supplemental, using the actual salary of those individuals for the one-year period.

- If personnel were covered in year 1 on VOCA 2022 after modifications but benefits were not, when doing the application for VOCA Supplemental do I put each employee under personnel and ask for \$0 so that the line item for them will pop up in the benefits section?
 - Yes, you will need to enter them in as \$0 cost to be able to enter in benefits.

- If the award amount for the VOCA 2022 2-year grant was cut for personnel in both years, we can only request year one from VOCA 2022 at this time, or request for both years since it's the same award?
 - You may only request one year of personnel funding as the funds expire September 30, 2023.

- For pool funds, can I ask for the original amount or am I putting in the difference from what I requested in VOCA 2022 to what I was awarded?
 - You will enter in the difference from what you requested to the amount you were funded. As a reminder, this is only one year of funding.

- If the annual salary was reduced in VOCA 2022 instead of putting the total annual salary in personnel section of the supplemental, we are only including the total annual salary that was cut?
 - Yes, you will put in only the increase in the personnel annual salary section that was cut from your VOCA-2022 modified budget.

- If the award amount for the 2-year grant was cut for personnel in both years, we can only request 2022-2023 at this time, or request for both years since it's the same award?
 - Since this is only a one-year grant cycle, you can only request one year of salary as all funds have to be spent in one year.

- If in the original application we had (2) employees included for both years at 100% and they were cut, can we now ask for (4) employees and only request reimbursement for year 1?
 - You may only request funding for the same positions that were cut from your VOCA-2022 application. The original (2) employees only.

- If a position is funded 50% by VOCA 2022 and 25% by the Supplemental, would we upload the same paystub to each fiscal report?
 - Yes, you upload the same paystubs in both VOCA-2022 and VOCA-Supplemental. You will also need to include the itemized timesheets. The itemized timesheets do not need to have time split between VOCA-2022 and VOCA-Supplemental. They may just be labeled VOCA.
- If \$4,000 was cut from each year for personnel, are we able to request the total \$8,000 for 2023?
 - If the salary was cut by \$4000 you would only include the increase that was cut from VOCA-2022 for the one year. You will need to add a note that this is the salary increase that was cut from VOCA-2022

Total Agency Budgets/Subgrantee Basic Budgets

- Do we need separate columns for VOCA and VOCA-Supplemental in our Subgrantee Basic Budget?
 - You will count this as one budget as VOCA and VOCA-Supplemental are the same.
- Do we need to submit a subgrantee basic budget if we do not have any personnel or benefits?
 - Agencies will need to include a subgrantee basic budget if requesting personnel, benefits, or operating expenses to determine the percentage amount eligible to request.
- Do we need a subgrantee basic budget if there is no personnel on the supplemental, just benefits?
 - Agencies will need to include a subgrantee basic budget if requesting personnel, benefits, or operating expenses to determine the percentage amount eligible to request.

Project Summary

- Will agencies receive a new Project Summary for the VOCA-Supplemental grant?
 - Yes, we will send out new a Project Summary for your VOCA-Supplemental grant as the funds for the Supplemental will be from different funding year than your awarded VOCA-2022.

Grant Agreements

- Will agencies be required to sign a grant agreement for the VOCA-Supplemental?
 - Yes, all awarded agencies will receive a grant agreement and Project Summary specifically for the VOCA-Supplemental grant.

Operating Expenses

- If we had to remove operating expenses and had amounts budgeted in Year-1 and Year-2, are we allowed to increase what we were requesting from Year-1 to include Year-2 funds?
 - The combined amounts will need to be the same or less than the amount requested, and all funds must be expended in one year.

Reporting

- Will agencies be required to submit financial and program reports for the VOCA-Supplemental?
 - Only fiscal reports will be required to be submitted. We recommend you submit both your VOCA-2022 and VOCA-Supplemental fiscal reports simultaneously if you have expenses in both grants.
- Will we need to submit additional PMT reports for this funding?
 - Only one PMT report will need to be submitted and you will combine the direct services into one.
- Will we do one, or two, fiscal and program reports per quarter?
 - You will be required to submit separate fiscal reports for your VOCA-2022 and VOCA-Supplemental. You will only submit program reports for VOCA-2022.
- Should we submit both fiscal reports for VOCA and VOCA-Supplemental at the same time?
 - Only if you are including items in both grants. You will not need to if you are only requesting items in the supplemental but not in VOCA-2022

General Questions

- How do we modify something written for 2 years when it's now only for 1 year? Can we increase the amount requested as this is now one year versus 2 years?
 - You may request up to the amount in the original application, you just need to expend it in the first year.
- What can change between previous submission and now?
 - Any allowable items in your original budget that you were required to remove or reduce costs or percentages due to a decrease in funding. You would include the difference between the requested and awarded amounts.
- Can we add clarity to budget items that were previously submitted in our application?
 - If you are requesting funding for items that were previously requested in your VOCA-2022 application, you may provide additional details to your budget narrative.
- If I reduced a line item during modifications to expend at least some of the cost for year 1 to accommodate budget reductions, can I ask for the difference for that line item to cover the rest of the year that I cut?
 - Yes, you can ask for a difference in that line that you had to cut from year 1.
- Can we only request funds we had to remove from the budget?
 - You may request funds that were removed from the budget and you may also request the difference in a percentages or dollar amounts from modified line items to the

amount listed in your original VOCA-2022 application.

- If I requested equipment, supplies or travel in year 2, may I request those items in the supplemental?
 - If you can expend the funds in year 1, you can request it in the supplemental even if you originally requested those funds in year 2.
- If adding someone removed, does the overall grant percentage change?
 - We will add the VOCA grants into one amount and will be prorated.
- Are we restricted to only adjust our funding for total in year one.
 - You can request funding from year 2 if all of the funds can be spent during the one-year VOCA Supplemental grant cycle.
- If we included training in Year 2 of our budget, can we include in VOCA-Supplemental?
 - You can request funding from year 2 if all of the funds can be spent during the one-year VOCA Supplemental grant cycle.
- Do you foresee another supplemental becoming available in year 2 similar to this if ICJI could get an extension on 2020 funds since these funds are from 2018?
 - No, not at this time as we do not believe we will have any unspent funds available.

Application

- We have two separate VOCA grants. I can only open a supplemental application for one of them. I've emailed tech support, but not received a response. Is there a way for me to open a supplemental for the second grant award?
 - If you have been awarded multiple VOCA-2022 grants for your agency, you may submit the same number VOCA Supplementals but you will need to email us to let us so that we can open up another application for you.
- What is the likelihood that we will get the supplemental funding?
 - Distribution of awarded funding will depend on the amount being requested by agencies and the total amount of funds available to be disbursed. We requested an extension and received an extension that is only available for one year. These funds currently support VOCA-2020 grants. All funds deobligated from VOCA-2020, will be reallocated to this supplemental opportunity. We will not know the exact amount of funding until all VOCA-2020 fiscal reports have been submitted and reviewed.
- Is there a maximum dollar amount agencies can request for the supplemental?
 - No, but it is capped so that the total original award plus the supplemental award does not exceed your original budget. As a reminder, agencies may only request items that were removed from their original budget.

- Do we just resubmit our original grant, and hope that the larger percent gets awarded? Or is the supplemental application more specifically asking line by line what supplemental is desired?
 - It is line by line so you can only request items that were taken out or removed from your original budget.

- Which modified version of the application do we use as the original application?
 - You will use the earliest version that you submitted.

- Has CJI offered a supplemental grant previously?
 - No, this is the first one.

- Are all awarded VOCA-Supplemental funds required to be spent in Year 1?
 - Yes, because all funds expire on September 30, 2023.

- Do we need to update or change the budget narrative?
 - Your budget narrative should reflect the personnel, benefits, expenses, costs, and percentages you are requesting in your VOCA-Supplemental budget.

- Is there an ability to copy and paste what we have in the original?
 - You can copy and paste text into VOCA Supplemental from another document including your VOCA 2022 application.

- How do I locate my original budget?
 - On your VOCA-2022 Document Snapshot page, select Management Tools>Create Full Print Version>Select the bottom submission>Select Print Version (top right of page)