

## **Victim Services Training Grant, Questions and Answers, as of 6/30/16**

**Q: How soon after completing an application would we be notified of our award?**

A: It is our goal to respond to requests in approximately ten business days.

**Q: I am having difficulty accessing the grant application forms and instructions.**

A: All documents are available on COMMBUYS [www.commbuys.com/bsa](http://www.commbuys.com/bsa). Click on 'Contract & Bid Search', search for 'bids', using 'any of the search criteria', select '1111-Victim and Witness Assistance Board' as the organization, and click 'find it'. The bid number is BD-16-1111-1111C-1111L-00000008375. All of the forms are also available for download on our website: <http://www.mass.gov/mova/grants/>.

**Q: Where can applicants find information on GSA rates for lodging?**

A: The GSA website is <http://www.gsa.gov/portal/category/26429>.

**Q: If we are only allowed a certain number of awards per year, how would an application submitted in FY16 for a FY17 event be seen?**

A: See page 8 of the RGA – the time frame is a max of 2 approved applications in a 12 month period.

**Q: If a group of agencies applies for a training, does only the lead agency have this counted against their two events per year, or would all agencies count this against their two events per year?**

A: Only the lead agency would have this counted as one of their two approved events in a 12 month period.

**Q: There is one process if the request is under \$10,000.00; there is another if the request is over \$10,000.00. Which process should be followed if the request is \$10,000.00?**

A: If the request is at or in excess \$10,000.00, follow the process for a request at or in excess of \$10,000.00.

**Q: Is a law enforcement agency with a victim services unit eligible to apply for this grant?**

A: Yes.

**Q: Is a public school district considered to be an eligible applicant? We would like to send staff to training to obtain the skills necessary to work with students who are victims of crime.**

A: Yes.

**Q: Are per-diem food costs allowable when staff are attending training?**

A: Yes – at the allowable GSA rate.

**Q: What is required to obtain MOVA approval for a trainer/consultant who has a fee of \$2,000.00 per day, which exceeds the maximum allowable rate?**

A: As this request exceeds the maximum allowable rate, this would be unallowable and not approved.

**Q: We have already paid some expenses for sending staff to a conference at the end of July. Can we request support for these expenses?**

A: This would be unallowable under this grant.

**Q: We would like to organize a training for 12 police departments. Can we get technical assistance in writing the proposal?**

A: Applicants may submit questions to the procurement team leader as they prepare an application. However, we are unable to directly support an applicant in developing a proposal at this time. MOVA will be tracking requests and will consider hosting a proposal development training in the future.

**Q: We are looking to train a domestic violence advocate in the SAFEPLAN program – would this be allowable under this grant?**

A: No. SAFEPLAN Trainings are hosted twice a year by MOVA, and while victim service providers are welcome to attend for free, completion of the training does not certify an advocate or authorize agencies to provide SAFEPLAN services.

**Q: Is there a maximum grant amount which can be requested?**

A: While all requests must include allowable rates for requested costs, there is not a maximum to the total award amount an applicant can request.

**Q: If we included training costs in our Renewal Proposals, would you recommend that now apply for those same training costs with this new grant? Or would you rather that we not submit a proposal for this Training Grant because it would duplicate requests?**

A: FY17 awards will be announced following the Victim and Witness Assistance Board meeting on May 18, 2016. We recommend that you review your FY17 award prior to submitting an application for the training grant.

**Q: If an organization is applying to host a training that is a series, does it have to be a series for the same people or could it be a series with different days for different people? For example, if we want to do workshops for people in various disciplines - healthcare, law enforcement, clergy and develop specialized training workshops for each within the series, with the overall theme of how to handle disclosures and support survivors. Would you consider this one project?**

A: This scenario would be allowable if the training focused on the same topic and had the same trainer, but allowed separate trainings for different disciplines (eg: one day for clergy; one day for law enforcement) or different locations (eg: one day for Western MA; one day for Eastern MA).

**Q: Are development and presentation of webinars considered “conferences” or “workshops”? The RGA hosting costs provision defines “conferences” broadly but, does not specifically list webinars except to provide that rental or use costs related to conducting webinars/web broadcast are allowable which could be taken to mean costs associated with a web product to be used in the context of an event, not necessarily THE event.**

A: Applicants can not apply for development costs under this grant at this time. Any materials “developed” would be owned by OVC and any plan to develop requires prior OVC approval. If this changes, MOVA will release an announcement and more information.

**Q: May individual staff members apply to attend a professional development training?**

A: No. Individuals may not apply to this grant. The individual’s employer would need to apply for them.

**Q: Would trainings such as the MVAA and annual conferences be eligible for staff development training?**

A: Yes.

**Q: Has the deadline passed to submit an application?**

A: No. The victim services training grant is open and receiving applications on a rolling basis.

**Q: Can costs for 'developing the training' be included in the grant application? For example, would 5 days of prep time to prepare PowerPoints, outlines, collecting reference materials, etc. be allowed? Will 'prep' time for hosting trainings be an allowable cost?**

A: Yes, an applicant can request the costs of **prep time** for the training. Please keep in mind that applicants can not apply for development costs under this grant at this time. Any materials “developed” would be owned by OVC and any plan to develop requires prior OVC approval. If this changes, we will release an announcement and more information.

**Q: If an organization wants to host 12 monthly trainings, can it submit one request?**

A: Yes.

**Q: Would 'self-advocates' who conduct sexual abuse and physical abuse trainings for other survivors be eligible for their agency to apply for professional development opportunities?**

A; Yes, we would consider an application.

**Q: Would sending a victim advocate to a training on batterer intervention be an allowable cost under this grant?**

A: At this time, while we can't specifically say 'yes or no' to a proposed training without a formal application, we can say that we would consider an application for that topic.

**Q: Would sending a staff member to a class at a college/university be an allowable cost under this grant?**

A: While we can't specifically say "yes or no" to a proposed class without a formal application, we can say as long as you are not applying for a degree program, we would consider the application.

**Q: We are looking to offer trainings to sexual assault and domestic violence organizations to help them more effectively support victims with intellectual disabilities. Would MOVA consider a grant that would enable us to travel to up to 10 organizations throughout the state rather than proposing a single, centralized conference?**

A: We would consider applications for remote sites for the training (eg: we will hold trainings in Boston, Worcester, Plymouth...), but not for specific agencies (eg: we will travel to agency X, agency Y, and agency Z..). The idea behind 'hosting' a training is that it would be open to a group (eg: DV providers....).

**Q: If an agency has multiple programs, would each of those programs be eligible for two accepted applications in a 12-month period, or would the agency?**

A: At this time, an agency would be the applicant and the two accepted applications per 12-month period would apply to the agency (each program would not be eligible for the two accepted applications in a 12-month period).

**Q: When preparing our application - I don't want to book flights until we are confirmed, but as you know flight fares change daily. How should this be handled? Should we estimate?**

A: Budget based on fare at time of application, and you can round up. However, flights should not be booked until application is approved.

**Q: Would the following topics be eligible for staff professional development under this grant? (growing a culture of inclusion (at both the staff and Board level); and increase the cultural competency of staff which would inform their work with the various constituencies that we serve.)**

A: We cannot formally approve without a formal application and more details. However, yes, those areas would be appropriate to submit a training grant application for.

**Q: For professional development training, can non-VOCA staff attend a training funded under this grant, or is it for VOCA staff only? And related, can non-VOCA staff attend a conference with these funds or is this for VOCA staff only?**

A: With this grant, you can request to send any of your staff (both VOCA funded and non-VOCA funded) to a training/conference.

**Q: What is the maximum allowed for meals/incidental expenses?**

A: The maximum per diem would be the appropriate GSA rate, which can be calculated here:

<http://www.gsa.gov/portal/category/100120>

**Q: The RGA states travel is not to exceed \$600. Can you please clarify whether that is \$600 per person, or whether \$600 is the total amount that MOVA can provide to an agency for travel, regardless of the number of people attending the conference?**

A: The \$600 noted in the RGA, is the max airfare cost, *per person*. Not all travel costs per person.

**Q: Many of the trainings we would like to apply for have not been announced yet for FY17. Will you accept a budget per advocate just for the purpose of offsite trainings (i.e., \$150 per advocate per year dedicated to relevant off-site trainings)?**

A: No unless a specific anticipated training (named) is identified.

**Q: If we have more than one invited presenter, can we add lines? The grant application is designed for only one speaker and their corollary expenses.**

A: Please list the totals for all speakers, and then note (in a separate document if necessary) that it is for "X" amount of speakers. Our goal is to revisit the forms for necessary changes in the fall.

**Q: If we have a current webinar, it would be eligible for funding under this grant; but development of a training curriculum would not be?**

A: Yes.

**Q: What is the maximum grant amount request?**

A: While all requests must be within allowable rates for requested costs, there is not a maximum to the total award amount an applicant can request.

**Q: Should we submit an application sooner than later? Is there no deadline (until funds run out) or timeline for which we have to submit? It is an open application process based on need?**

A: We suggest that you consider the timing requirements outlined in the RGA for submission of an application (page 5).

*Applications to host trainings must be submitted 90 calendar days prior to the event or the request will be denied.*

*Applications to provide staff professional development must be submitted 60 calendar days prior to the event or the request will be denied.*

An intent to apply for funding must be submitted at least 5 days prior to an application being submitted.

Yes, as of now, this grant is accepting applications on a rolling basis.

**Q: Up to two grant applications can be submitted in one year. Is that correct?**

A: See page 8 of the RGA – the time frame is a max of 2 *approved* applications in a 12 month period.

**Q: Would it be okay for an organization to apply for one grant under 10k and a second for significantly over 25k?**

A: Yes, agencies can apply for both categories – see page 12 of the RGA for information on the specific requirements for each.

**Q: All "hosting" grants must be submitted a minimum of 90 days in advance of any planned event. In the case of a desire to host a grant in mid to late September that would suggest a submission date in early June, following a one week notice of intent to apply. Is that correct?**

A: Yes, without specific dates or dollar amounts, that approximation is correct. Please keep in mind the last board meeting for the summer is June 15 and any requests \$10,000.00 or over and hosting requests would need board approval. Board meetings resume in September.

**Q: Can a series of related training activities (e.g. A series of perhaps 3 one or two-day workshops) can count as a single event?**

A: Yes.

**Q: Can training activities identified in a grant application be offered to victims and survivors as well as to clinicians, counsellors and advocates?**

A: Yes. Applications which include victims/survivors as a target audience will be reviewed.

**Q: Can the budget for a specific grant include equipment (e.g. Computer, camera, monitor) for purchase and/or rental?**

A: Rental costs would be allowable, however equipment purchase would be unallowable.

**Q: If hosting a training, does that encompass putting on a training ourselves for others or does it mean that we host an external speaker or conference that our staff and staff of other organizations can attend?**

A: Under this grant, hosting a conference would be intended for external attendees. Yes, internal staff may attend, but the focus and intent should be on training those outside the agency. If you were proposing to bring in an outside trainer for your staff, we'd consider that professional development.

**Q: Under Award Criteria on page 5, it says "any training materials utilized via funded projects may be subject to prior approval at the discretion of MOVA or the VWAB." Does this mean anything we create under this grant, or anything that we or an external trainer might use as a handout or part of training curriculum?**

A: Both

**Q: We have a trainer in mind whose fees exceed \$450/day. The P&P says prior approval is needed from MOVA for training fees that exceed this amount, which suggests that such costs are allowable with prior approval, but the Q&A from 5/16 says a request for a trainer/consultant with a fee of \$2,000 exceeds the maximum allowable rate and would not be approved. Can you clarify? (And as a follow-up, if fees that exceed this limit are not allowable, is this a federal or state requirement?)**

A: The current allowable maximum federal consultant rate for VOCA is \$650/day or \$81.25/hour. MOVA set the threshold at \$450/day, \$56.25/hour. To exceed this level, ample justification must be provided.

**Q: Would applications for international conferences/trainings be considered?**

A: Yes.

**Q: Given that there is a rolling application deadline, how do we know that funds will not be depleted if we don't apply early? Is this available for just FY17?**

A: We anticipate availability of funding for the entirety of FY17. Announcements will be made well in advance should this change.

**Q: If our agency were to host a training conference, how would we determine the cost to others who would register and attend? Would it be OK to use MOVA funds + some of our own to carry out a conference?**

A: Budgeting for the costs associated with the conference is up to the applicant. Yes, supplemental funding via MOVA is allowable (see pages 5-6 of the RGA).

**Q: When does the board meet next? Do they meet on the 15<sup>th</sup> as a rule?**

A: Yes. We have a June 15 board meeting and the next one will not be until September 2016. It is generally schedule for the third Wednesday of the month.