

DFA – IGS Grant Solicitation Frequently Asked Questions (FAQs)

Q – Are Prevention activities allowable under VOCA?

A – Activities that are solely prevention by nature are not eligible for funding under VOCA. However, if the intent of those activities is to identify victims of crime and make them aware of programs and services which will address their victimization then VOCA funds can be used to support the program.

Q – Can grant funds be used to support the salaries of management?

A – VOCA funds are to be used to support direct victim services. If someone in a management position is providing direct victim services in conjunction with their management duties, then the time spent providing direct victim services, up to 20 hours per week, is eligible for reimbursement in the grant.

Q – Can management’s non-direct services hours be used as match for the grant?

A- No. Match funds have the same guidelines and restrictions as federal funds. Only hours that are used to provide direct services can be utilized as match for management.

Q – Can office space be utilized as in-kind match? If so, how can the value of the space be determined.

A – Yes, office space can be utilized as in-kind match for the grants. To help determine the in-kind value of the office space, a local relator should be able to provide an estimated value based on the square footage of the office space and the prevailing cost per square foot.

Q – Can we use the taxes above the 7.65% for FICA that we pay on salaries as match?

A – No, only the organization’s part of FICA is eligible for reimbursement or match through the grant. Portions of taxes, mandated benefits, or any employer provided benefits that are paid through deductions from the employee’s check are not eligible for reimbursement or match through the grant.

Q – What is the formula for determining VOCA match?

A – Federal Funds (amount requested) x 20 ÷ 80.

Q – Should each staff member have separate IGS Connect login or can they be shared?

A – Each staff person that will be completing reports (financial & programmatic) in IGS Connect should have their own log-in.

Q – If we are current grantees, do we have to supply financial and program policies and procedures with the RFP?

A – Yes, current grantees are responsible for uploading their organization’s financial and program policies and procedures into their new grant application. Policies and procedures can (and should) change over the course of time. This ensures that IGS has the most up-to-date copy of your organization’s policies and procedures.

Q – If salary increases are approved each year in December by the board of directors and we do not know at the time of submission of the grant do we need to change it in the budget or continue to use the old rate and use supplemental funding to fund the difference?

A – When working on your budget, you should anticipate any salary increases that might occur over the course of the program year and include the increase in the grant application. If salary increases occur during the program year, the organization will need to provide a copy of the board of director’s meeting where the increases were approved.

Q – What are allowed Direct Services?

A – Generally any direct services that are provided to victims of crime are allowable; but refer to the Request for Proposals (RFP) for the specific grant program to review allowable and unallowable services.

Q – Is there a way to submit salary instead of hourly rate for each pay period?

A – No. Each employee listed in the grant application must have an hourly rate provided. To help determine an employee’s hourly rate, divide the employee’s yearly salary by 2,080. This may potentially give you a number with several numbers after the decimal point. IGS Connect will allow you to enter up to 4 numbers after the decimal point in the Employee Detail form for hourly rate.

Q – Can modifications to our current building be a part of our grant budget?

A – No. Building modifications are not allowed under the grant programs.

Q – What is the mileage reimbursement rate?

A – Mileage is reimbursed at \$.42 per mile. Mileage must be a part of the program’s budget to be eligible for reimbursement.

Q – The link for the SF-424 form is not working.

A - Trying to open the link using a different internet browser (Internet Explorer, Microsoft Edge, Firefox). We have found that the link does not work in Google Chrome. If neither of those work, try the following link - [SF424 2 1 Page 4 \(epa.gov\)](#).

Q – Is there a minimum number of volunteer hours that are required?

A – Volunteer hours for direct victim services are a requirement for the VOCA and FVPSA grant. The minimum number of volunteer hours is 12 hours per year.

Q – We intend to apply for both a VOCA and STOP grant. Will we need to submit a different application for each grant program?

A – Yes, a different application will need to be submitted for each grant program.

Q – I accidentally started another grant request. Can it be deleted?

A – Yes. Open the grant that was accidentally started and choose the “Cancel” status under the Status Change tab.