

FAQ'S: HOUSING FOR CRIME VICTIMS SPECIAL PROJECT

Does this project focus solely on domestic violence survivors?

No. This project includes all VOCA-eligible crime victims including, Adult Physical Assault, Adult Sexual Assault, Adults Sexually Abused/Assaulted as Children, Arson, Bullying (Verbal, Cyber, or Physical), Burglary, Child Physical Abuse or Neglect, Child Pornography, Child Sexual Abuse/Assault, Domestic and/or Family Violence, DUI/DWI Incidents, Elder Abuse or Neglect, Human Trafficking: Labor, Human Trafficking: Sex, Identity Theft/Fraud/Financial Crime, Kidnapping (custodial), Kidnapping (noncustodial), Mass Violence (Domestic/International), Other Vehicular Victimization (e.g., Hit & Run), Robbery, Stalking/Harassment, Survivors of Homicide Victims, Teen Dating, Terrorism (Domestic/International), Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other.

Do crime victims need to have filed a police report to be eligible to receive services?

No. Victims do not need to have a police report or work with the criminal justice system in order to receive assistance.

Can the funding be used to help undocumented individuals?

Yes.

What can specifically be funded?

The staff at the Office for Victims Programs (OVP) is working on a more explicit list of what can be funded through this opportunity. While this may change slightly, the chart below shows the current expenses that are allowable. Please remember that all assistance must be tied to a person's experience as a victim of a VOCA-eligible crime.

Type of Emergency Assistance	Notes	Receipts/Documentation needed
Clothing, Food and Supplies (diapers, toiletries, etc.)		Itemized store receipt
Emergency Shelter		Receipt from shelter and check or CC bill
Rental Assistance	No back-rent; Offender not on the lease	Copy of 1st and last page of lease and copy of cashed check
Emergency Hotel stay		Copy of receipt and check or CC bill
Utilities assistance (start-up and/or current bill)	If victim is on the bill	Copy of most recent bill and check or CC Bill
Short-term Nursing Home Shelters for elder abuse victims	when no other safe, short-term residence is available	Copy of bill and check or CC bill
Childcare	to receive services related to victimization and/or obtain/retain employment	Must be licensed daycare center; Copy of bill and check or CC bill
These expenses for dependents		
Bus tickets/Transportation		Copy of bill, confirmation email, and CC Bill
Moving Expenses		Copy of bill and check or CC bill
Relocation		Copy of bill and check or CC bill

What do you mean by “these expenses for dependents”?

This means that housing assistance and related services that are primarily benefitting a victim’s dependents are also an eligible expense. For example, funds can pay for bus tickets for a victim and her dependents.

In terms of minimal support of a supervisor, what %?

Applicants must tie the support of a supervisor directly to the supervision of direct service staff or to the provision of direct services related to this project. All personnel requests must be accompanied by an appropriate and well-justified explanation of why the program is requesting the percentage of the position’s salary and benefits, and each position should be tied to a minimum of one goal and objective. The exact percentage will vary from program to program.

How much funding is available?

While there is no official cap on the amount of funding available or that can be requested, all requests should be thoroughly justified and relate to the funding opportunity’s overall goals of providing housing assistance for victims of crime.

Can it be used for legal, family or civil or immigration fees?

VOCA funds can be used to support civil legal services for crime victims, but not immigration fees. Requests for use of funds for civil legal services for crime victims must be tied to the overall funding opportunity goal of providing long-term housing assistance for victims of crime.

Will staff be providing feedback/responses to our Letters of Intent (LOIs) based on new information and guidelines?

All LOIs will be reviewed by members of the Housing for Victims of Crime Special Projects Steering Committee. Outreach regarding potentially ineligible aspects of the proposed application will be communicated to all potential applicants individually when possible, but applicants are encouraged to review the FAQs prior to completing the application as new questions will be added throughout the process.

What is the (tentative) timeline for the project?

- **November 7, 2016** – Letter of Intent due
- **December 2016-January 2017** – Request for Proposals (RFP) completed and announced
- **February 2017-** Applications due
- **March 2017-** Review/scoring of applications and selected sites notified by end of the month
- **April 2017-**Project sites accept and contracts completed
- **May 2017-**Funding begins for 20-month grant cycle (May 1, 2017-December 31, 2018)

Will funds be available after the 20-month grant period for full project implementation or expansion?

Projects that are funded through this opportunity will be encouraged to apply for continuation funding through the regular CVS Application Process. The next CVS funding opportunity will be announced in early 2018 and will be for funding projects for Calendar Years 2019 and 2020.

Can these VOCA funds be used (in part) to pay for units owned by the agency applying for funds to house crime victims?

Applicants should provide details on what expenses related to agency-owned units they will be requesting in their LOI due November 7, 2016.

Can volunteers be used for part of the 25% match requirement?

Yes, if the applicant is not a new applicant, i.e. has received funding from the Office for Victims Programs in the past, in-kind match is acceptable. All new applicants must provide a 25% cash match and have a history of providing victim services. VOCA funds cannot be used as seed money for new agencies and all match (cash and in-kind) must be tied to the project, be associated with eligible activities, and cannot come from federal sources.

Should the requested funding amount in the LOI be for 1 year or the full 20-month grant period?

The funding estimate should be for the full 20-month grant period.

Can the funds be used to support existing programming related to housing?

While funds can be used to support existing housing programming, applicants must well-demonstrate how this project funding will support the implementation of the strategies associated with the housing approaches described in the webinar. These strategies include but are not limited to: establishing policies that ensure low barriers for victims seeking housing and housing-related services; implementing mobile advocacy; and collaboration with local landlords and other housing stakeholders.

Can projects be collaborative, meaning can multiple agencies partner to implement the project and submit one grant application?

Yes, collaborative applications can be submitted where one agency is serving as the lead agency and other agencies are partnering with the lead agency to implement the project. In these cases, the lead agency will submit the application and be responsible for ensuring its partners (subawardees) comply with the requirements of the funding. The application must fully outline the roles and responsibilities (both programmatic and financial/budgetary) that each partner are responsible for during the grant period. Agencies that are not the lead agency but will be subawarded funds through the project may also provide a portion of the required match. This should also be well-outlined in the application. Agencies who submit this type of collaborative application must also submit signed Letters of Support from the partnering agencies at the time of application as an attachment.

Is the June 11th training at the *Colorado Advocacy in Action Conference* for grants intended for management personnel, or better for program staff?

If direct project staff such as a Housing Coordinator are hired and available, it is recommended that they attend. If programs will send staff to stay overnight for the training, it is recommended to send two individuals per program. If programs will only be attending for the day more staff are welcome.

Is the 2017 Agency Budget we are required to attach for calendar year 2017, or for our agency's fiscal year 2017?

Budgets covering the calendar year 2017 should be submitted as an attachment. If your agency's fiscal year runs on a non-calendar year, please submit two covering the period.

How much money is available?

Applicants are asked to justify their need for requested funds. There is no set amount of funding, but agencies should request funding to fully implement the project and provide detailed justification for costs in the budget justification sections.

How many organizations submitted a letter of intent?

30.

Are the timesheets the only documentation required for staff time? Do short-term housing vs long-term housing activities need to be separated?

For the purposes of the application, we only need the timesheets you currently use. Activities do not need to be separated.

Do all activities need to be individually reported on timesheet (e.g. contact with clients, contact with housing agencies)?

For the purposes of the application, we only need the timesheets you currently use. Activities do not need to be separated.

Do you have to have a mobile advocate to apply for funding?

No. You do not need to currently have a mobile advocate, but you can ask for funding for a staff position and/or to fund current advocates to do mobile advocacy. Your application should outline how you will fulfill the mobile advocacy project component.

Should the 2017 agency budget attachment assume we are awarded the grant funds for this project?

You may do so, but it is not required. If you already have your 2017 agency budget completed without this award you may use that.

Do we need any type of formal agreements with our 3 community agencies?

No. Although they should know that you are listing them in the application and may want to work further with them.

How many months of rent can we provide?

At this time there is no set limit. Further training and technical assistance will be provided to selected sites. Each family/survivor is unique and may require different levels of support.

Eligibility

If we are required to pay any additional insurance for staff to provide transportation to clients, is it a reimbursable cost?

This will be a case by case basis as some agencies have vehicles for staff and may have policies in place. Further information will be provided at a later time. If this is an expense you plan on, please list it in your budget.

In regards to emergency financial assistance for utilities, do start-up costs also include the "bad" credit deposit that a utility provider requires to begin service?

No deposits can be paid with VOCA funds.

Do we need to list each individual eligible emergency expense item that we anticipate in the supplies & operating budget, or can we consolidate them into one "flexible emergency expense" line item?

You cannot consolidate these expenses and they must be listed individually. We understand that it will be an estimate, but please try to make a calculated estimated.

Is outside or in-house evaluator hours an eligible cost?

CCADV and DCJ are working on potentially having an outside evaluator for the project. However, if you would like to request funding for evaluation, that is an eligible cost under professional services/consultants.

Please provide details on housing expenses that are allowable with these funds?

Type of Emergency Assistance	Notes	Receipts/Documentation needed
Clothing, Food and Supplies (diapers, toiletries, etc.)		Itemized store receipt
Emergency Shelter		Receipt from shelter and check or CC bill
Rental Assistance	No back-rent; Offender not on the lease	Copy of 1st and last page of lease and copy of cashed check
Emergency Hotel stay		Copy of receipt and check or CC bill
Utilities assistance (start-up and/or current bill)	If victim is on the bill	Copy of most recent bill and check or CC Bill
Short-term Nursing Home Shelters for elder abuse victims	when no other safe, short-term residence is available	Copy of bill and check or CC bill
Childcare	to receive services related to victimization and/or obtain/retain employment	Requirements regarding licensure of daycare/childcare facility; Copy of bill and check or CC bill
These expenses for dependents		
Bus tickets/Transportation		Copy of bill, confirmation email, and CC Bill
Moving Expenses		Copy of bill and check or CC bill
Relocation		Copy of bill and check or CC bill

A barrier for many of our clients is that they cannot afford an apartment-only a room within an apartment. Do they need to have a lease to receive rental assistance, or would a letter be appropriate with a receipt?

This will be a case by case basis depending on the type of documentation we can obtain to show the use of the funds. You would request funds to provide rental assistance and then seek approval for this situation if awarded.

Can we pay overdue rent?

You cannot pay back rent. Current month's rent or first month's rent are eligible expenses.

Can we pay that to help them remain in their home?

VOCA cannot pay mortgage assistance. There are other activities such as assisting them in working with their lender that would be an eligible activity.

