

## Sub-Grantee Meeting Questions – October 25, 2024

- Can the information on when our programmatic and financial reviews will be held be added to GV for easy reference?
  - *Yes, this addition to the GrantVantage system will take a few weeks to get put into our system by our GrantVantage Development Team.*
- Is it possible for partner MOUs to cover up to 3 years?
  - *Yes, as long as they include the date the MOU is valid through.*
- Provide example of best practice for timesheets for advocate and staff to code to appropriate grant funds.
  - *CDVSA will get an example from our VOCA TA group.*
- Do staff need to know the funding source they are being paid from or can they just keep track of their services/activities on a day sheet and have the correct fund source coded by payroll?
  - *Yes, the staff filling out the timesheet need to know what service they are providing. The agency accounting staff can cross-reference the services provided to the correct financial coding. Accounting staff can also control the financial coding in the background if/when fund sources change.*
- If an advocate worked 6 hours of direct advocacy recorded on timesheet, then can admin/payroll apply a percentage split in QB or financial system?
  - *Direct services should be coded in the accounting system to directly hit the applicable fund source. Only indirect or overhead charges can be charged using a percentage as outlined in the agency's cost allocation plan. Typically, indirect/overhead charges are those charges that don't directly benefit a program.*
- Are electronic signatures allowable for compliance?
  - *Yes, electronic signatures are allowed if they are noted as such. Copying and pasting an image of a signature is not allowed. Recommend using DocuSign.*
- Civil Rights training records need to be kept in subgrantee files as well as submitting the CDVSA compliance form?
  - *Correct.*
- How can initial 50% of grant funds in a cycle be advanced sooner in order for subgrantees to be able to meet payroll and other obligations?
  - *Possibly. CDVSA is working to get advances out by July 31. However, a fully executed grant agreement must be in place before an advance will be made.*

- Can each subgrantee receive an emailed copy of their OAT?
  - *Jen is sending out OATs this week 10/28/24*
- Can data be collected in order to show how many staff hours are required/on average spent to provide the quantity of services recorded?
  - *Each program would need to look at their individual budgets, number of staff and data collected. CDVSA can assist as needed.*
- Can we use the max amount on the contractual hourly and charge the left over amount to another source?
  - *Yes, you can pay up to the federal threshold for a consultant pay rate (\$81.25/hr, up to \$600/day) and then pay any additional cost with another non-federal funding source not provided by CDVSA (you cannot cover the overage with CDVSA General Funds). Please note that you also cannot cover that overage with another federal funding source- that would still be in violation of 2 CFR 200 (federal financial guidelines).*
  - *You can also request a consultant fee exemption which will allow you to use grant funds to pay the full hourly rate charged by the consultant.*
- Can we have a specific training on timesheet completion and specific requirements?
  - *Received this question multiple times. Yes, CDVSA will hold a training quarterly and this will be one of the subject areas.*
- Please provide guidance on how clients benefiting from services may be classified when having multi-hyphen issues. eg. DV-SA (ex-boyfriend strangled then SA victim. Long standing DV with last night SA pushing victim to seek services) Can these two people count as both?
  - *For this example, you would include in their victimization data that they experienced both DV and SA. It is important to count **all** victimizations that the participant you're serving is experiencing/has experienced (if you are still supporting them from the trauma of that victimization, which you likely are). You can even add victimizations later if you discover more after the intake- for example, if you discover that your participant is a survivor of child SA/incest, you can add that to the participants victimization information in Vela.*
- Can CDVSA ask programs/orgs what funding split is workable for them? Several programs have trouble with SASP due to client issues.
  - *When determining funding allocations, CDVSA utilizes last year's data to see what organization is serving the most victims that meet the funding criteria (e.g., look at who is serving the most SA victims when determining SASP allocations). We always distribute SASP to those who have the most SA victims. Our option is to focus the funds on those serving the most, or to distribute the funds into smaller chunks amongst multiple programs (which results in more grants, as well as more reporting as SASP has separate reporting than other CDVSA funds). This is an example of why it is very important to note all victimizations when serving a participant- if a participant comes for services who has experienced both DV and SA (which is not uncommon), you can use SASP funds to serve that victim. The presence of DV does*

*not affect the allowability of using SASP funds for SA victims. As long as SA is a part of their victimization, SASP funds can be used.*

- Please note: increased prevention will result in increased services and reporting. With prevention work, victims are made aware of resources, feel decreased stigma, learn how to report, and are able to identify their experience as abuse. Also, low prosecution and arrest rates are causing programs to spend more on victim safety needs.
  - Noted.
- Is it better/easier (for both subs/CDVSA) to align staff into one funding source or split the fund source across many staff? Eg. 1 staff at 100% VOCA vs. 10 staff @ 10% VOCA. How does each scenario impact data/outcome reporting?
  - *It is recommended that the funding closest to expiration be used first. Budget vs. Actuals should be considered when developing a budget along with reasonableness of having multiple staff charging to one fund source vs. one staff = one fund source. Budgets should reflect how business is actually conducted based on agency policies and procedures.*
- In regards to travel: many of our trainings are reimbursable, are we able to code the travel to CDVSA on the front end and put back into the budget when we receive the reimbursement? For meal allowances, are we able to charge our meal allowance to the CDVSA budget when the travel and accommodations are reimbursable? Do you see the meal allowance increasing?
  - *Reimbursements should be posted to the original fund source the expenditure was originally coded to which will help offset some of the travel costs. The State of Alaska's meal allowance will not be increasing.*
- Bullying was excluded in previous grant cycles. Will that be coming back as an option in the next grant cycle?
  - Yes
- Do you have social media content that we can share?
  - *You are always welcome to share from our Facebook page. We plan to send out a toolkit for Teen Dating Violence Awareness Month in February.*
- Will we be required to contract out for evaluation services in the next grant cycle?
  - *Unknown at this time.*
- Will the upcoming RFP fund new grant programs or only established programs?
  - *Unknown at this time.*