

**Florida Coalition Against Domestic Violence (FCADV)
Application for Funding for Domestic Violence Services
Frequently Asked Questions**

Cost Allocation Plan

Question: Is there anywhere that centers can find an example of a cost allocation plan?

Answer: FCADV will send out a copy of the Power Point presentation by MAXIS on cost allocations plans from the training that FCADV just hosted. With the presentation will be examples of cost allocation plans. This information will also be posted on the website under the quality assurance section (<http://fcadv.org/quality.php>).

Question: Should we list the thrift store under “Other Non DV Programs?”

Answer: No. The thrift shop is a funding source for the center. Funds generated from the thrift shop that are used to support the center should be allocated to “DV Programs and Activities.”

Question: Where should we list administrative costs?

Answer: Theoretically, the administrative costs are a part of all funding sources, and should be allocated among all of the funding streams and applied to all programs and activities. As a result, there would not be one column that is comprised of just administrative costs.

Question: Where should we list fundraising profits?

Answer: Fundraising would be a private funding source and thus should be included under “Private Funding.”

Question: Do I need to submit a narrative?

Answer: Yes. A detailed explanation must accompany any spending of funds.

Budget

Question: Where should VOCA funds be listed?

Answer: Assuming that the VOCA dollars are used for DV services, it should be listed under the “Other Domestic Violence Funding” column. If it is not used for DV services, it should be listed under “Other Program Services.”

Question: Our center receives VAWA rural funding. Last year we included the rural service activities in our narrative. Should we do this again?

Answer: Go ahead and include that information in your narrative now. However, FCADV will be sending out more information on the deliverables when that information becomes available. Since the money is being reduced, the deliverables may be slightly reduced as well.

Question: Are we supposed to include job descriptions for all staff positions at our center or just those funded by FCADV?

Answer: Only include the position descriptions for staff funded in part or whole by FCADV.

Question: We need to include the \$20,000 Prevention Initiative into DVTF – does this effectively make Prevention Initiative part of DVTF with the same reporting requirements and makes it included in the fixed price reimbursement process every month?

Answer: You do include the 20,000.00 in the DVTF budget, but it will not have the same reporting requirements and will NOT be part of the fixed price reimbursement process every month. The Training/Program Office will determine a minimum of 2 deliverables for the prevention dollars based on the centers prevention plan. The reimbursement for the prevention dollars will be based upon the deliverables.

Question: We had four separate projects set up to track DVTF, DVTF Match, Prevention Initiative and Prevention Initiative Match. Will this mean that there is no longer a need to track Prevention Initiative or it's Match separately?

Answer: You will not need to track the funds separately.

Question: If it is separate, is the Match percentage the same as DVTF's?

Answer: It is not separate. There is a 25% match requirement for the DVTF. The formula used for the match is: *Award amount divided by 0.75 X 25% = match requirement.*

Board of Directors

Question: If I submit my Board President's personal address, does this become public record?

Answer: FCADV only uses this information to notify them of monitoring visits and to send them the final monitoring report. We do not print or publish this information, but if we are audited or monitored, it may be reviewed.

Submission Information

Question: If we have numerous interagency agreements, can we submit the first page of each agreement instead of all of the agreements?

Answer: You should submit the first and last page (signature page), if your agreement is very long. However, you will need to include documentation in your application that you have only included the first page of each agreement and that the remainder of each document is available upon request. If you have multiple agreements, but they are short, you should submit them in their entirety.

Question: We don't have electronic versions of all of the required attachments. Can we put these on a flash drive and send it to FCADV that way?

Answer: Yes. You can scan these and put them on WinZip, a CD or a flash drive and send this in with the hard copy.

Policies and Procedures

Question: Do centers have to send electronic copies in addition to hard copies of their Policies and Procedures Manuals and Disaster Preparedness Plans?

Answer: FCADV has decided to remove the requirement of submission of policies and procedures since we may have most of them on hand. We will review what we have and contact centers individually to request additional information as needed. However, FCADV still would like to have the Disaster/Crisis/Emergency/Risk Plans submitted with the application.