

Frequently Asked Questions (FAQ)

This FAQ document is for the current funding opportunity: *Sexual Assault Medical Forensic Examination VOCA Initiative*. This FAQ will be updated regularly. Please submit questions to the Application Coordinator via email at tara.wolfe@commerce.wa.gov.

Eligible Applicants

Q. Is the local hospital Sexual Assault Nurse Examiner (SANE) program eligible to apply?

A. Yes, the local hospital is an eligible applicant if all of the eligibility requirements on page 10 of the [Application Instructions](#) are met.

Q. Can a Community Sexual Assault Program (CSAP) apply in partnership with a hospital for the SANE funding?

A. Yes, a CSAP may be the main applicant and hold the grant with the hospital as a subcontractor. This puts the CSAP in the position of assuring all the grant terms and conditions are met as well as service, activity, and reporting requirements.

Attachments

Q. Attachment C Commitment – Does the signature for this attachment need to be obtained prior to submittal of the application? If so, should it be scanned and submitted with the other application pages electronically?

A. Yes, Attachment C, page 1 does require a signature at the time of application. Please have an appropriate representative sign the commitment. The person most appropriate is up to you, the applicant. However, it should be someone who is in a position to ensure that the commitment can be kept.

Electronic applications will not be accepted. Please send one original and three copies by mail to:

Office of Crime Victims
Advocacy
Attn: Tara Wolfe
P.O. Box 42525
Olympia, WA 98504-2525

OR for express delivery:
Office of Crime Victims
Advocacy
Attn: Tara Wolfe
1011 Plum Street SE
Olympia, WA 98501-1530

Q. Attachment C Commitment – There is a question [3.c.] regarding community-based advocacy. It seems the question is geared for the adult victim population. Since we serve children, a parent or care provider is present during the exam. We would not have a community-based advocate in the exam room with the child victim. We have a community-based advocate from the Community Sexual Assault Program (CSAP) who works with parents of child victims. She is on-site and available for support. But our Memorandum of Understanding (MOU) with the CSAP does not have the information noted in the application (i.e. where the victim will wait...). Do you have any suggestions?

A. With the application you may include your official MOU with the CSAP and must include an additional written, signed agreement with the CSAP *clarifying anything missing from the list on page 5 of Attachment C, 3.c.:* 1) where the victim will wait – simply state your private lobby or patient room or whatever the case may be. 2) who can be a support person – it sounds like you opt for a nonoffending parent/caregiver to be the support person for the child victim – just put this in writing. The rest of the four bullet points can fill in anything missing from the MOU. In this case, how and when the CSAP advocate is contacted on behalf of the nonoffending parent/caregiver, transportation options when relevant, and who provides what follow up services.

The point is for there to be clarity and agreement between the exam provider and community-based advocacy service provider as to who will do what. The application is asking for the bullet points as a minimum; if you have additional agreements/MOU then feel free to include it.

Q. Attachment F Budget – Am I supposed to put the percentage of my salary that goes toward the SA Medical Forensic Examination grant? Under [a different grant], 6% of my salary goes toward that grant. So would I put 94% since everything else I do (minus some teaching/educational stuff) is related to the SA medical exams?

A. The budget – Salaries and Benefits – is technically asking for your FTE. So in this case, if you are 94% funded by the SA Medical Forensic Examination grant and you work 40 hours/week (2080 hours/year), then you are 0.94 FTE.

Q. Attachment G MTDC – Is this attachment required?

B. Yes, if you are using MTDC method for recovering Indirect costs.

Q. Attachment H Match Waiver – Is this attachment required?

A. Yes, if you are requesting a match waiver.

Q. Attachment I Initial Training – Is this attachment required?

A. Yes, if you have a SANE-trained nurse already on staff or identified for this proposal then submit the form detailing their training and competency.
Updated 11/7/17.

Q. Attachment I Initial Training – What if this is a newly created position that will be filled; do I still need to submit the form for “to be determined” staff?

A. No. You do not need to submit an initial training form for an anticipated new position where the staff person is not yet hired. In the narrative, you may speak to your plan to submit the initial training form once the staff person is hired.

Q. Attachment I Initial Training – Does the signature for this attachment need to be obtained prior to submittal of the application?

A. Yes, Attachment I does require a signature at the time of application. If you currently have a nurse who will be part of this proposal, then go ahead and have the nurse sign off on their training and the nurse’s supervisor sign off on their competency. If the nurse’s position will need to be created and filled, then it is acceptable to omit the attachment for now and mention in the narrative that the initial training form (Attachment I) will be submitted upon hire.

Q. Attachment I Initial Training – For documentation of training completion, is there documentation OCVA will accept besides a copy of the training certificate? I have one or two employees who completed training 10-15 years ago and finding certificates, if they exist, is challenging.

A. For nurses that do not have a copy of a SANE/SAFE training certificate of completion, please include some sort of record of attending a training – sign-in sheet, event announcement, agenda, etc. – and a statement from you, the applicant, confirming that the medical provider is trained. If no record exists at all, please contact the Application Coordinator.

Q. Are there any other signatures required aside from Attachment C and Attachment I?

B. No.

Training and Supervision

Q. Can these grant funds be used to pay for nurses to attend training?

C. Yes, both initial and ongoing training costs including registration, travel, lodging, meals, and staff time.

- Q. But on page 11 it says that education and job training is not eligible.**
- A.** “Education and job training” are not allowable expenses for victims receiving services with these grant funds.
- Q. Can these grant funds be used to develop and deliver our own in-house or regional training program?**
- B.** No.
- Q. If we have a full-time [Registered Nurse] RN working out of our office, would we need to subcontract with a nurse manager at a partner hospital to serve as "medical supervisor," in addition to an administrative supervisor here in the office?**
- A.** The full-time Registered Nurse (RN) – housed at the Community Sexual Assault program (CSAP) – providing sexual assault medical forensic exams (in addition to other activities) will need “supervision, consultation, and/or review of cases.” It sounds like they will have in-house administrative supervision. This meets the minimum, but the spirit of the requirement is also meant to help nurses get direct support related to their forensic exam work performance. For the CSAP based RN, it could make sense to contract out a few case consultations if your nurse should need it. Or use Attachment C. 2.d. to describe an arrangement for case consultation as needed.

Collaboration with Other Providers

- Q. As an applicant, we are both the Sexual Assault Nurse Examiner (SANE) Program and the Community Sexual Assault Program (CSAP). What should I submit for Attachment C, 3.c. “collaboration with community-based advocacy services”?**
- A.** The agreement is an application requirement. It would be acceptable to write an agreement with [Program] CSAP and [Program] SANE Program.

Eligible Services and Expenses

Q. Is transportation for victims allowed?

A. Yes, the cost of transportation for victims to or from the exam is allowed. Please carefully consider the use of ambulance transportation as that can become costly.

Q. If we hire a SANE-trained RN as a nurse coordinator, and one of this coordinator's primary functions is to perform SA Medical Forensic Exams on an on-call basis at multiple hospitals, would it also be allowable for this nurse coordinator to, during non-exam hours:

coordinate between systems?

A. Yes.

write reports?

A. Yes.

record data?

A. Yes.

ensure quality standards?

A. Yes, ensuring quality care and standards can be done through supervision, consultation, and/or review of cases; coordinating responses with other professionals; and/or participating in team meetings.

provide technical support?

A. Yes, providing supervision, consultation, and/or review of cases is allowed.

track rape kits?

A. Yes.

measure outcomes?

A. Maybe. "Research" and "studies" are not allowed with VOCA funds; further the VOCA State Administrating Agency (SAA) representative for Washington State has determined that "project evaluation" is not eligible. However, "needs assessments" and "victim satisfaction surveys" are allowable.

Budget

Q. Will there be a project match amount required?

A. Yes, apparently successful bidders will be required to contribute to the project. The calculation for match ends up being 25% of total award amount. Apparently successful bidders will be asked to fill out a form indicating the amount and type of match contributed. If you don't think you

will be able to meet the match requirement, please use Attachment H to request a waiver. Tribes are exempt from the match requirement.

Q. We expect to collect Crime Victims Compensation (CVC) for SANE forensic exams. However, the budget worksheet appears to request only expenses. Does OCVA want to see estimated CVC funds collected as well? If so, should that be noted in the budget worksheet or in the narrative?

A. No, not necessarily. You do not have to show a computation in the budget or write in the narrative the estimated amount of CVC funds you anticipate collecting.

Q. On page 24, Budget Notes it says “OCVA is a payee of last resort for the Sexual Assault Medical Forensic Examination. Grantees must bill Crime Victims Compensation first, and then bill OCVA for [grant] eligible unreimbursed costs. Does this mean if I apply for an FTE SANE position that I would need to subtract the potential payments received by CVC from the physician/nurse’s wages? If so, it will make calculating the budget accurately very challenging.

A. OCVA understands there are varying levels of knowledge and access when it comes to hospital billing, including CVC reimbursements. One option would be to calculate the full cost of your sexual assault forensic examination program/service and request the total amount (up to \$157,500) in your budget proposal. When it comes time to billing, it is assumed that OCVA will not be billed for costs reimbursable by CVC. Further, as stated on page 13 of the application, OCVA may work with apparently successful bidders to understand appropriate billing and coding procedures.

A parallel example may be your therapy services and how you budget/bill OCVA for those costs.

If known, applicants may take into account potential payments from CVC. For example, an applicant could estimate the number of sexual assault forensic exams they expect to provide then estimate the potential payment from CVC. The remaining amount can be budgeted for through salaries, on-call, case pay, subcontracts, etc. Another example, an applicant could use historical data to see what their SANE program has spent, what is not being covered, and budget for the remainder.

Sustainability of Funding

Q. How sustainable are the funds for this grant program?

A. OCVA certainly understands considerations regarding sustainability of funds. The guarantee of continued federal funding is contingent on a variety of factors. OCVA management has communicated that per recent reports, it appears that the federal VOCA dollars supporting this grant program will continue to be available in the next federal fiscal year cycle. OCVA knows that funding fluctuations have negative impacts on communities, and we do our best to mitigate that. Additionally, we want the funds to be meaningful and provide sustainable victim services. The WA State VOCA Plan currently runs through 2019. OCVA will continue to look at the plan and gather stakeholder feedback regarding the best use of these funds over the next few years. We would encourage ongoing participation in that process, as the time comes.