

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF INTERGOVERNMENTAL SERVICES  
APPLICANT Q&A CONFERENCE CALL  
MAY 10, 2017**

Doris: We will officially get it started here. Welcome all. Thank you so much for taking time to join in on this QA session. The goal for this session is to allow an opportunity for applicants to ask any question of us. We are here to help if you are having any problems with the system. We will go through a quick roll call then get started. There is myself Doris Smith the Administrator for the office of IGS.

Autumn: Autumn Hemphill Asst. Administrator for IGS with DFA.

Joshua: Joshua Reeves Administrative Specialist

Minghua: MingHua Li Senior Technical Analyst

?: There is so much static

Doris: We are on a conference line. I'm wondering if someone has their phone on speaker that may be the issue.

Doris: Ok let's try and see if it will go away. If it doesn't clear up we may restart the call. But it might clear up it sounds better on this end. I'm going to turn it over to you Roger

Roger: Roger Garner Senior Technical Analyst

Emma: Emma Lou Bentley, I'm a Fiscal Support Analyst

Debbie: Debbie Bousquet Program Manager

Doris: As you can see we have a broad spectrum of our staff and we have our IT people to help answer the question about the system. So let's get started with the roll call just state your name, the agency's name that you are with, and your position with the agency please.

Ann: Ann Shelly NWA Center for Sexual Assault Executive Director

?: South Arkansas

Jenny: Jenny baker Executive Director CASA of the 5<sup>th</sup> JD

Donna: Donna Serenity Executive Director

Jane Carson: 12<sup>th</sup> JD Prosecuting Attorney's Office Grant Administrator

Linley: Linley Chris Compassion Center Executive Director

Cynthia: Cynthia Cochran restoration Village Director of Development

La Quitia: La Quitia Smith N Prosecutor Office Victim Services Director

Amanda: Amanda Burkley

Susan: Susan Cooley 3<sup>rd</sup> JD

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- Deborah: Deborah Steven 13<sup>th</sup> Prosecuting Attorney's Office
- ?: Evan NW Women's AR Shelter
- Amanda: Amanda Buffington 7<sup>th</sup> JD Case Coordinator
- Doris: Is that everybody?
- Tanya: Tanya Segar POMC
- Doris: It sounds like our line is cleared up so maybe if we hold our mouths straight and hold our heads up it will stay that way. We have started this process so that our applicants can ask questions and tell us what they need. Let's start by talking about what we are doing to get you the answers to question that have been asked. We receive question through IGS-Contact or through phone calls and we want all of you to have the benefit of knowing what questions have been asked and the answers that have been provided. We have posted these question on a Frequently Asked Questions. This is the second of these call as well as the question from the first call and this one will be added to that document and posted online for you to view after this call. If you have questions on the system we have IT staff to help with that. Without further ado we will open the floor for questions.
- Debra: I have one.
- Doris: Go head.
- Debra: I have a question about the STOP.....
- Doris: Please say your name when you ask a question.
- Debra: Debra Stevens with the 13<sup>th</sup> JD. When you fill out the employee sheet, our prosecutors are contract labor we don't do any benefits on them and the sheet puts it in the budget. But we don't do that they are state employees and their benefits come from there. How do you fill this out so it matches and it works right?
- Doris: Use zero to enter into any line that you won't use on your project. Enter zero in those line or categories. Calculate the amount you will be paying in there but that one is a little off. Basically what your saying is they are not payed as employees they are paid as contractors?
- Debra: Right. I put zero on the employment page but it won't let you zero it out on the budget.
- Doris: Hold on Debra I want to make sure we get you to the right line. We have a section for Professional Services that's where we usually put contract labor. Either they are contract or they are professional services who aren't paid as employees like the 10.99. Or some other means.
- Debra: Use Professionals Services.

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Doris: Yes because they are not employees.

Debra: So we don't need to fill out the Employment Page at all?

Doris: Not for contractors

Debra: That should clear up if I put them all on here all as Professional Services.

Doris: Correct

Debra: It only has one space will it let you put more

Roger: Yes, fill that one out and click save and it will allow you to put in another one.

Doris: Right. What Roger was saying is that you have to enter in one line and the save. Then it will give you another line to fill out.

Debra: That makes a lot more sense.

Doris: Okay

Debra: That answers my question.

Cynthia: This is Cynthia. I just wanted to confirm. If you want to print the entire document including project narrative those pieces, like employee detail and project budget. We just go onto print version and that should print the entire thing is that right? When we tried last time it didn't work but that's the right steps?

Doris: Correct. Roger do you have anything else to add

Roger: No that is the correct way.

Cynthia: thank you

La Quita: This is La Quita with 8<sup>th</sup> N. My phone bleeped out on me some yesterday and I just need to confirm that only attachment that we have with the packet that we are sending in is the SF-424?

Doris: Yes the SF-424 is the only one that is needed with the application.

La Quita: And we don't have to have any signature, even one the SF-424 we can just type the name. I just needed to confirm because my phone bleeped out yesterday.

Jenny: Hey this is Jenny with CASA of the 5<sup>th</sup> JD. This is concerning the RFP on the SF-424 the number #2 the type of application is going to be new but on our application summary our application type is going to expand and enhance if we are currently receiving funding.

Doris: It should be new Jenny. I have the form in front of me. The type of application should be new and then what line item did you go to next.

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- Jenny: On the SF-424 I have it marked as new application but when I got to my application summary on the online grant the instruction say if you are currently receiving funding your project type will be expanded enhanced not new.
- Doris: that is correct on this form you will put new ... I'm verifying with my program people. On this form you put new and by definition you would put expanded on the other.
- Jenny: If you go to the application summary on the online form your choice are expand/enhance or new. Based on the instruction we would selected expand enhanced. Ok so new on the SF-424 and expand/enhanced on the online application.
- Doris: Yes Jenny that is correct.
- Jane: This is Jane with the 12<sup>th</sup> JD. I have a navigation question. I'm almost finished with my VOCA and now I want to go to the STOP/VAWA.
- Roger: You will start a new won just like you did your first one. Go to view opportunities for something like that and then click start a new application. The way you determine the different in the grant types is on the project summary form 8,9,10 grant type you will select STOP as your grant type rather than VOCA.
- Meredith: Good after noon this is Meredith Royal calling with NWA Women's Shelter. Our AO is currently our former president we would like to change to our current president. How would we do that?
- Roger: What we have seem so far is they fill out a form with the Grants Analyst and then the Analyst will get it over to use to fill out online.
- Meredith: Is this an online document or a letter we send on our letter head.
- Debbie: No actually it a form is called a Notification of Change Form we can send that to you later this afternoon so you can make the changes.
- Meredith: Perfect.
- Debbie: Once we receive the form back we can make the changes in IGS-Connect.
- Doris: Once we get the form back we can make the change here. The change must be made in our office. If you need to reference it is on our FAQ on page 2 in case you need a point of reference.
- Amanda: this is Amanda with 17<sup>th</sup> JD I have a question please. The documents that we printed of through the application the W9 and the Authorized User Signature will that have to be included in the application nor will we send that in later?
- Doris: That comes later in the award process. The only thing needed now is the SF-424.
- Amanda: Ok just making sure thank you.

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Doris: Let's pause at this point and ask that anyone that has not introduced themselves do so with your name, title, and agency. That is only for the ones that we have not heard from.

Allison: Allison Davis Executive Director of Crisis Intervention Center

Lee Ann: Lee Ann Duval 15<sup>th</sup> JD

Amy: Amy

Debbie: I'm sorry which agency?

Amy: Legal Aid of Arkansas

?: Pulaski Co Casa

Doris: We have had great participation today. I'm glad that everyone was able to join us. Of course if you have questions ask them some may have had their questions answered earlier but please don't be afraid to ask.

Linley: This is Linley I have a question with the SF-424.

Doris: Sure.

Linley: On question #18 the estimated funding do we answer A-G I know on a previous grant we only complete the federal, local, and total.

Doris: Yes if any of those happen to be 0 such as program income or item just enter zero.

Linley: What is considered program income?

Doris: That is any kind of income that you will generate from your program. These programs are not fee for service and it reimbursement from our office to you. Some agencies get advanced funding and they have it in a bank account and they earn interest from the bank account. Some providers charge a fee for the service. Since that will not be the case and unless you anticipate some other type of income that line would likely be 0.

Linley: Would fundraising go into other?

Doris: Yes it can be local or other. Some do it in local. It is what you expect to do in fund raising.

Linley: On the local we include the local match from our budget?

Doris: The match part for this part is estimated funding, the match part would not be included these are just for dollar amounts.

Linley: Ok

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La Quita: Another confirmation from La Quita. When we get ready to submit this can we submit this as the AAO or does it need to be submitted by the AO.

Doris: La Quita you can submit it as the AAO. That is fine.

La Quita: I just need that confirmation for our office.

Roger: A notification will go to the AO and the AAO

Doris: What Roger is saying is that we send out confirmation notices once the application has been received. The notice will go to the AO and the AAO.

Ann: This is Ann from NWA Center for Sexual Assault. My question is that I noticed that is allowing for medications not covered by Attorney General Reimbursements. Will that also included in addition to preventative antibiotics as well as Plan B? Is that an allowable expense?

Debbie: Not under VOCA.

Ann: Would the antibiotics be an allowable expense?

Debbie: I'll have to go back and review the new rules, Ann. But I know that Plan B is not included under the new VOCA rule.

Ann: I also notice that travel is a new allowable expense and sometime we have to rely on taxi cab especially for our homeless clients that don't have any other means for transportation. We wouldn't know a monthly allotment. If we were to get monthly reimbursement for that something that we should invoice as needed, because some of our reimbursements we can only get a monthly allotment.

Doris: Ann could you do some kind of estimation. For budget purposes we need some kind of estimation to work from. So if you could just estimate what you anticipate whether it actually reaches the amount or not. Once your contract is sign you want that in your approved budget. I just want to make that clear. Even if you anticipate that you have a certain amount or if you have a history of it. Estimate it the best you can. If you don't use it all that's fine I would rather you have it there and you be able to claim against it rather than not have it at all.

Amanda: This is Amanda 7<sup>th</sup> JD I have one more question please?

Doris: Sure.

Amanda: Regarding the project we are trying to do in our office for children. We are trying to make an area for them for them to be comfortable while we meet with them and their parents. We are in the process of doing that. Is that something that we can request funds for payment in the process of doing it?

Doris: I'm going to let Debbie explain further.

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- Debbie: That is an allowable expense/activity. I want to caution you if it is a project that is outside of the sub grant period is not allowable.
- Amanda: That's what I was wondering we are in the process of doing it but we don't know when it will be done. We are just getting quotes right now. I was just wondering if it was done before October could we go ahead and request it.
- Debbie: That is a no.
- Doris: Are there any other questions?
- Meredith: This is Meredith Royal with NWA Women's Shelter. You mentioned that the FAQ is on your web site could you tell us where to find them.
- Autumn: Sure, are you at [dfa.arkansas.gov](http://dfa.arkansas.gov) main page?
- Meredith: We have actually gone to the resource page but let me go back.
- Autumn: No, no I just wanted a point of reference. If you go to grants on IGS web site and you go to request for proposals it should be on the left hand side.
- Meredith: Ok thank you so much
- Autumn: Just for everyone else you will see three RFPS and then at the bottom is the FAQ.
- Doris: Anyone else?
- Elizabeth: This is Elizabeth Wesley Women's Crisis Center I have a question. On the budget page will that give you clear, or it's okay just go with it or ... I think I have 0's under... I have 0's that I need to make sure to have correct.
- Doris: No that is okay. Autumn do you want to talk about that?
- Autumn: That is just a page warning. The icon is a bit loud/scary but that's the only one they had. It just is to let the applicants know to double check the page and make sure that's how you want it to look. It doesn't prevent you from submitting the application the only thing that keeps you from submitting the application is that nice big red hand will keep you from submitting. The caution sign, the triangle with the exclamation point inside doesn't prevent you from submitting an application.
- Deborah: This is Deborah from 13<sup>th</sup> and I have another question. While I was listening to the other question I have cleared out all of my employees pages except in be its still has some state unemployment still shows \$4.73. Everything else says what I need it to say but it still show this \$4.73.
- Roger: So did you delete the employee pages?
- Deborah: I cleared the information about.

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Roger: Did you save your budget narrative page?

Deborah: Yes and I entered my 6 prosecutors. But it still appear under employee mandated benefits.

Roger: I'll have to take a look.

Doris: It's suppose to feed over from the detail form but if you zeroed out the form then we will take a look at that. Let our IT team look at that. What organization was that?

Deborah: 13<sup>th</sup> District Attorney STOP application.

Doris: We will take a look.

Deborah: Do you need the number

Autumn: Yea just the number at the end would be great?

Deborah: The last five digits 00156.

Deborah: Thank you

Doris: Anyone else have questions for us.

?: I was wondering the FVP grant what is the average allocation if you have that just out of curiosity?

Doris: Do you mean the total award?

Doris: The average federal award is 1.2 million

Doris: Say that again are you asking for the award the state gets?

?: The average amount the average organization get.

Doris: That varies a lot. It's kind of a wide range some don't request much at all and some request more.

Autumn: The amounts that we are funding are listed on our website under the VJA expenditures under resources. If you would like to go and view what we are currently funding and the levels we are funding at you can do so.

?: Thank You