



Pandemic Emergency Assistance Funding (PEAF)

Frequently Asked Questions

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Acceptance/Declination of Funds

1. If we initially accepted the funding and our response but change our mind what do we need to do?

Please email opdvpeaf@opdv.ny.gov with letter on your organization's letterhead indicating your organization would like to decline funds.

2. Can an organization accept the award and subcontract with another organization that works for eligible survivors to distribute the funds?

No. Given the short time frame of the contracts, subcontracting is not allowable.

3. Can we share the money with community partners that serve the DV population?

A funded program is ultimately accountable for designating the funds to eligible survivors for eligible purposes. Means tests must be administered for funding distributed. OPDV would recommend spreading information about the availability of funds for these purposes widely and working with clients directly. Suballocating these funds to other entities is not allowable.

4. Could the funds detailed below be used by other entities in our health system?

Yes, but as described above, stringent oversight of the funds remains with the contractor to ensure eligibility of both survivors and expenses.

Timeline

1. What is the time frame again to spend PEAFF funds?

Expenses must be incurred between the contract dates of March 1, 2022 and May 31, 2022. The 4-month time frame referenced on our slides is relative to the nature of the expenses being short-term and non-recurrent. An expense paid for from PEAFF funds (such as rent or utilities) may not be paid for a period of more than four months.

2. Why is there such a short time-period to spend the money?

In order to properly account for the funds and administratively process payments and return any potential unspent Federal funds, the contract must end no later than May 31.

3. Must expenses be incurred by May 31, 2022 to be eligible for PEAFF funds? Do PEAFF benefits, including gift cards, have to be distributed by May 31?

Expenses being paid for must be incurred by the program by May 31, 2022 and vouchered for by June 24, 2022. Thus, gift cards must be purchased by May 31, 2022.



However, expenses may include expenses that cover a period of time that begins by May 31, 2022, and may continue for periods shorter than 4 months, so long as the expenses are otherwise eligible. The program does not need to ensure that the gift card is redeemed by 5-31-2022.

4. When can we start assisting victims?

As always, funds spent prior to the execution of the contract are spent at your program's risk. So long as spending is on allowable uses and participant eligibility for PEAFF funds has been determined using the Application Form provided by OPDV in our welcome packet on March 7, funds spent at this time will be eligible for reimbursement under your contract once it is executed.

Contracting & Administration

1. How will we know that our contract is available to review, and then executed?

You will receive an email when your contract is available for review and signature. We are working to execute contracts as quickly as possible, and once we receive your agency's signature are endeavoring to get the contract executed and returned to you in a matter of days. Please check grants gateway and/or reach out to your grant manager if you are curious about the status of your contract.

2. How do you know who your grant manager is?

You should have been receiving emails from your grant manager already, starting March 7, 2022, in order to assist you through the contract development process. If you have not, or are unsure who your grant manager is, please email opdvpeaf@opdv.ny.gov, and we will make sure you are connected to them.

3. Will programs receive the full award at the beginning of the contract?

Programs will not receive the full award at the beginning of the contract. The contracts are reimbursement-based and full contract value advances are not federally allowable. If programs cannot use the full award amount by the deadline (May 31, 2022), programs will be held harmless.

4. Are there match requirements?

No. There are no match requirements for this grant.

5. Must one take the entire allocation, or can we request a smaller dollar amount?



Programs must agree to accept the entire allocation. If programs cannot use the funds by the deadline (May 31, 2022), programs will be held harmless.

6. How may we request advances and how much may we request as an advance?

Programs can request an advance of up to 30% in upon signing the contract. We may not grant more than a 30% advance due to the need to stay within Federal guidelines that limit the maximum percentage of advances and availability of funds. Any funding spent in excess of any requested advance will be reimbursed at the close of the contract period.

Advance requests will be accepted via email. More information on the advance request process has been provided via email to all accepting programs. OPDV staff will be working with every provider who accepts a grant to execute contracts as quickly as possible and then processing any advances rapidly upon receiving requests.

7. What type of penalty will occur if full funds are not used by a program?

OPDV will provide technical assistance and support to help programs fully utilize the funding possible. As we are aware of the short timeframe in which these funds must be spent, programs will be held harmless if they are unable to spend the full award amount at the end of the contract period. Being held harmless for your inability to fully spend this grant means that your inability to fully expend this funding will not impact any future OPDV funding opportunities. Any unspent advances **must** be returned to OPDV following the close of the contract, by the reporting deadline.

8. What happens to the money from security deposits if they are received back upon victim moving out? What happens if it is years after the end of the grant period?

If a survivor reaches out to return a security deposit paid for using PEAFF funds to a program, the program should contact OPDV at opdvpeaf@opdv.ny.gov for next steps.

9. Can you outline the contracting process? Will this be through the Grants Gateway?

OPDV is utilizing Grants Gateway for PEAFF and working with programs to set up contracts as soon as possible. Standard workplans and budgets have been provided to all accepting providers and OPDV staff is working individually with each accepting provider to complete their contract in as quick and streamlined a process as possible. Please reach out to opdvpeaf@opdv.ny.gov or your grant manager with any questions you have regarding contract management..

10. Will we be required to submit Disability & Worker's Compensation (WC) insurance certificates and if so when, where and what address info do we list on WC?



Yes. Programs have been provided instructions during contract development on how to submit up-to-date Workers' Compensation and Disability documents to the NYS Office for the Prevention of Domestic Violence via Grants Gateway. Our address is 80 South Swan St., 11TH Fl., Rm 1157, Albany, NY 12210.

11. If we currently do not have a Statewide Financial System (SFS) vendor ID, do we need one?

Having an SFS ID is not required prior to award acceptance. However, you will need to establish an SFS vendor account in order to receive contract payments or advances. If you wish to receive this funding, please act quickly, since it may take some time to receive SFS ID. Contact the SFS Helpdesk at 518-457-7737 or 877-737-4185 or helpdesk@sfs.ny.gov.

12. Is the funding per agency? If an organization has more than one DV program does it have to be allocated to all of the programs within the agency?

The funding is per agency. The grantee can determine how best the funding should be utilized across their sub-programs. The funding can be used for one sub-program or multiple sub-programs depending on the grantee's needs.

13. Will this grant only be paid out if we submit for the advance and then for reimbursement?

It is not mandatory for programs to request advances. Up to a 30% advance may be granted upon request.

14. If there are unused funds for the program statewide towards the end of the period, will there be opportunity to ask for more funding?

No.

15. If programs aren't able to spend the funds by May 31, 2022 period, will there be an opportunity for a no-cost extension?

No.

16. What system will be used to request reimbursement from OPDV?

All financial reporting and payment vouchers will be processed through Grants Gateway at the end of the contract period.

17. Are agencies required to have a credit card to assist in fund reimbursements to certain payments such as utilities and emergency housing?

No, programs can provide the funding to a survivor for these expenses in the form of gift cards.

18. Do agencies need to create a policy for disbursement?



OPDV will not require any specific policy for disbursement and defers to programs on the best way to ensure that funds are disbursed consistent with PEAFF guidelines, other federal regulations, and fiscal and accounting practices, which may include creating an internal policy for disbursement.

19. Can you please explain what you mean by "We will not use funds to supplant existing programs funds"?

PEAFF Funding may not be used to supplant other funding, meaning that any expenses that are already funded through other federal, state, tribal, territorial, or local funds may not be replaced by PEAFF grant funds.

20. If client who received funds is later found ineligible will NYS recoup money?

In the event a program discovers they have erroneously awarded funding, please contact OPDV at opdvpeaff@opdv.ny.gov

Reporting Process

21. What are the reporting/data collection requirements for PEAFF?

There will be one set of reports due from programs at the end of the contract. A program report to summarize the work completed will be required at the end of funding timeline. This will include:

- Amount of benefit award per individual and per family
- County of residence
- Number of household members
- Ages of household members
- Purpose of benefit award per individual and family
- Total amount disbursed

Fiscal Reports will be required at the end of the funding timeline to account for any funds distributed under a single category as prescribed by OPDV as well as any repayments of advances. OPDV will provide programs/agencies with reporting tools to track expenses and the data outlined above. Any documentation received by the programs relative to disbursed funds should be maintained in case of future audits.

22. What is the timeline for reporting?

Both program and fiscal reporting will be due June 24th.

23. How do programs submit reports?



All reports should be submitted via Grants Gateway consistent with directions that will be provided by OPDV. More information about all reporting expectations will be provided to each program once you accept the funding.

24. How time intensive is the reporting process?

OPDV is designing the reporting process to be as streamlined as possible, due to the tight timeline, including by providing all reporting templates. Additionally, OPDV will be working with each grantee to ensure reporting requirements are relevant to how they are using the funds.

25. How are we to determine the amount of award per individual vs. per household on the reporting form?

In the per individual column please divide the benefits for a household by the number of members in the household, and then in the per family column please list the total provided to the household.

Funding Recipients

1. Who are eligible recipients of PEAFF?

The recipients of PEAFF-funded non-recurring, short-term benefits must be needy families with children. OTDA has determined that that DV survivors meets the eligibility criteria if they (1) currently receive TANF or Supplemental Nutrition Assistance Program (SNAP) benefits; or (2) currently receive Medicaid benefits AND have verified incomes that fall below 200% of the federal poverty guidelines for their family size. OPDV has provided a Pandemic Emergency Assistance Fund (PEAF) eligibility application for programs to use to determine the eligibility of survivors.

2. Must clients specifically be domestic violence survivors, not survivors of other crimes such as trafficking?

Per the New York FY2021-22 authorizing appropriation for this program, recipients of PEAFF funding must be domestic violence survivors. We believe programs are in the best position to determine whether a given person is a domestic violence survivor. Human trafficking or sexual assault victims who may be considered domestic violence victims are eligible to receive assistance. We will not be adding any specific additional definitional requirements.

3. Must individuals be citizens to be eligible for PEAFF? Can they have another immigration status? What about families with mixed statuses?

OTDA has determined that to be eligible for PEAFF, a DV survivor or least one member of their household must be a citizen. OPDV has provided a PEAFF eligibility application for programs to use to determine the eligibility of survivors, which will include further direction on eligibility on the basis of citizenship status.



4. Can PEAFF cover non-TANF funded clients?

Yes. OTDA has determined that that DV survivors meet the eligibility criteria if they or someone in their household (1) currently receive TANF or Supplemental Nutrition Assistance Program (SNAP) benefits; or (2) currently receive Medicaid benefits AND have verified incomes that fall below 200% of the federal poverty guidelines for their family size. OPDV will provide a Pandemic Emergency Assistance Fund (PEAF) eligibility application for programs to use to determine the eligibility of survivors.

5. Do survivors need to be eligible for benefits or receiving benefits?

OTDA has determined that that DV survivors meet the eligibility criteria if they or someone in their household (1) currently **receive** TANF or Supplemental Nutrition Assistance Program (SNAP) benefits; or (2) currently **receive** Medicaid benefits AND have verified incomes that fall below 200% of the federal poverty guidelines for their family size. OPDV will provide a Pandemic Emergency Assistance Fund (PEAF) eligibility application for programs to use to determine the eligibility of survivors.

6. Are survivors without children not eligible?

Due to federal funding requirements, recipients of PEAFF funding must be needy families with children.

7. If a victim is expecting a child, are they eligible for this funding?

As described in the federal questions and answers regarding PEAFF funding (available here <https://www.acf.hhs.gov/ofa/faq/pandemic-emergency-assistance-fund>), a pregnant person with no other children in the home may receive PEAFF-funded benefits.

8. Does it have to be minor children for the survivor to be eligible for PEAFF? or any dependent? Does it matter, if the child in the household is a grandchild or stepchild/related to the DV survivor?

Due to federal funding requirements and the guidance of OTDA as the state agency in receipt of the funds, eligible recipients must either be pregnant and/or have minor children under the age of 18. This may include dependent children in the household that are grandchildren, stepchildren, or otherwise related to the survivor.

9. What if a client does not have custody of their children?

There are some circumstances where a noncustodial parent survivor may be eligible, including if there is a permanency plan for family reunification with the survivor. See the federal questions and answers regarding PEAFF funding (available here <https://www.acf.hhs.gov/ofa/faq/pandemic-emergency-assistance-fund>).

10. If a DV victim is returning back to county of origin because her children are within the county, can she receive funding?



Yes.

11. What's the Eligible population? Are we restricted to certain counties?

There are no county restrictions on eligible populations a program may serve.

12. If we recently relocated someone from DV shelter and they have unmet needs can we still serve them with these funds?

Yes, so long as they are eligible and the expenses are allowable.

13. Can recipients reside with the abuser?

There is no requirement that recipients do not reside with their abuser.

14. Do the expenses need to be related to an emergent DV crisis (like a survivor fleeing) or can the also be used to support a survivor who has instability due to DV in recent past and the direct assistance will increase safety and stability for that survivor? If a client is a previous victim of domestic violence but is being served now for another victimization, are they eligible because there is a past history of Domestic violence?

There is no time limit specific on when a survivor must have experienced domestic violence, so long as the expenses are allowable are relocation expenses for a victim of domestic violence.

15. Can we reach out to help a previous DV clients, who were DV clients in 2020-2021?

Yes.

16. Is there a lower age limit to eligibility? What if the survivor is a minor? For example, if there is a 16 year old who is pregnant or who has children and who is fleeing an abusive situation can she qualify?

There is no lower age limit to eligibility, so long as the survivor is otherwise eligible.

17. How might a Rapid Rehousing (STEHP) client be eligible for PEAFF?

Survivors who are eligible for PEAFF would be eligible for PEAFF to cover any allowable expenses that are not otherwise covered as part of STEHP.

18. Please provide the federal income guidelines by which we are bound under this funding?

Below is the 200% of Federal Poverty Guidelines Chart for June 1, 2021 through May 31, 2022:

Family Size	Monthly Income	Annual Income
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1	\$2,146	\$25,760
2	\$2,903	\$34,840
3	\$3,660	\$43,920
4	\$4,416	\$53,000
5	\$5,173	\$62,080
6	\$5,930	\$71,160
7	\$6,686	\$80,240
8	\$7,443	\$89,320

19. As a hospital we serve patients who could utilize the funds. We also have staff members who come to HR with DV issues. Can we use the funds for staff who are eligible?

Yes. If the staff member meets program eligibility requirements, they would be considered eligible to receive the funds.

Recipient Eligibility Application

1. What do the eligibility applications requirements include?

OPDV has provided a Pandemic Emergency Assistance Fund (PEAF) eligibility application via email on March 7, 2022 for programs to use to determine the eligibility of survivors.

2. When was the Application sent to programs?

The eligibility application was sent to all programs with your welcome packet on March 7, 2022. If you did not receive it or would like it resent, please email your grant manager or opdvpeaf@opdv.ny.gov.

3. Does the application have an eligibility score? Is that why we don't need to submit them?

There is no score in the eligibility application. This is just a guidance for programs to determine eligible recipients. Programs do not need to submit these applications to OPDV; however, they must be retained for a six year period.



4. How intensive is the form for eligibility?

The eligibility application will be sent to all eligible programs as soon as it is complete and approved. It will include under 10 questions to complete related to recipient eligibility, one page for recording what types of assistance are needed, and several pages of guidance for providers on how to complete the application with survivors.

5. Is it acceptable for us to create our own application process for participants and to ask for documentation depending on what they are asking for?

No. Programs must use the OPDV provided eligibility application form. Programs may create an appropriate process for documenting requested expenditures.

6. Will we be required to submit applications before helping survivors?

Applications will not need to be approved by OPDV prior to assistance being provided and are for programs' internal use only. Applications will also not need to be submitted upon final reporting to OPDV, however, they must be retained in the event of future audit.

7. What is the timeline on domestic violence victims receiving funds? Will they receive funds right away or is there a wait time?

There is no pre-approval process from OPDV or processing time. Once participants are determined eligible by your program using the provided Application form, they may receive funding and benefits immediately.

8. Are client e-signatures acceptable for the application form?

The form does require a physical signature from a client, however that can be an e-signature.

9. Can the application be in Spanish?

OPDV has translated the application and is providing it to all programs via email.

10. It is an online application or paper application?

The application is a document that was sent to all programs electronically.

11. Does the application specify what makes an individual eligible for benefits?

The application lays out the specifics of benefits eligibility and provides guidance on each of these areas.

12. Who is the "reviewer" as mentioned on the application? can it be the same staff person who completed the other portions of the application?

Programs should follow their internal controls processes for the approval of applications and the distribution of funding, which should include at least two different staff in any decisions to distribute funding.



13. If the answer to the Medicaid question # 4 is no on the Application Form, why is family ineligible? Why are they not eligible if they meet the means test?

OTDA, as the state agency in receipt of PEAFF funding, has determined that to be eligible for PEAFF, a DV survivor or least one member of their household must be currently in receipt of SNAP, TANF, or Medicaid.

14. Are the eligibility requirements listed in the Application and/or?

All elements of the Application need to be completed as directed.

15. Do you have any training materials available?

OPDV has recorded a video walking through the application and will provide that to all programs.

16. If we have an existing application form for assistance to DV clients, can we add the PEAFF application form questions as a section of that form rather than having 2 separate forms to complete?

You may use the OPDV provided application in tandem with other application forms, but must fully complete the PEAFF application.

Documentation

17. How do we document eligibility for each recipient?

OPDV has provided the eligibility application for programs to use internally to review and confirm eligibility via email, and discussed further above. We defer to programs to evaluate what additional documentation is necessary to verify eligibility.

18. Will we have to provide proof of Domestic Violence?

Programs are not required to have applicants provide proof of domestic violence. No police report or domestic violence report is required.

19. Do clients need to sign any documents if cash is given directly to them?

Programs should follow their normal operating procedures regarding disbursements of cash to clients.

20. For our record keeping what type of documentation proof would we need to keep on file?

OPDV is providing the eligibility application for programs to use internally to review and confirm eligibility. We defer to programs to evaluate what additional documentation is



necessary to verify eligibility and to document expenses. We will not be collecting any additional documentation or the eligibility application forms. Programs must keep the eligibility application forms and any documentation of expenses available on file for future audit.

21. Can cash payments, gift cards, checks, or bank transfers be made for any of the allowable categories? If so, what documentation needs to be collected?

Programs can decide how to provide survivor with benefits. Programs can provide the funds in the form of cash, payments, vouchers, writing a check, purchasing gift cards, bank transfer, and other forms of benefits, including payments on behalf of survivors. Programs need to document expenses on file for a case of future audits.

22. What documentation do we need to proof citizenship?

The Eligibility Application does not require proof of citizenship.

23. How are we expected to verify income of a survivor, particularly if they do not work in formal employment? What proof do we need?

As indicated on the Eligibility Application, for survivors whose households receive TANF or SNAP benefits, no additional means test or proof of income is necessary. If a survivor or someone in their household does not receive either TANF or SNAP, but receives Medicaid, then they must complete the income verification as part of their Application. The survivor must be able to provide some documentation of income consistent with the Application guidelines, or else they are not eligible for PEAFF funding.

Allowable/Unallowable Uses of the Funds

1. What are the general allowable categories for use of funds?

All grantees must use funds to supplement, and not supplant, other federal, state, tribal, territorial, or local funds. For the purposes of the Pandemic Emergency Assistance Fund, grantees may use funds to provide certain non-recurrent, short term (NRST) benefits to survivors, including cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.

2. Can you indicate where to find the federal regulations and guidelines to which payments should comply with?

Federal guidance on PEAFF funding is available at:

<https://www.acf.hhs.gov/sites/default/files/documents/ofa/TANF-ACF-PI-2021-02-with-table.pdf>. Generally, allowable expenses include cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs and that deal with a specific



crisis situation or episode of need, are not be intended to meet on-going needs, and are for periods shorter than 4 months.

Additionally, the New York FY2021-22 authorizing appropriation for New York's administration of the PEAFF program directs that recipients of PEAFF funding must be domestic violence survivors and that the funding must be used for relocation expenses.

3. Is there a maximum amount on gift card we can purchase?

No, there is no maximum award amount. However, gift cards should be tied to specific eligible expenses and be purchased in reasonable increments as deemed by the program.

4. Can you outline non-allowable expenses?

Non-allowable expenses include but are not limited to reimbursement for on-going needs; Personal services and/or administrative costs; Needs/obligations expected to extend beyond four months; Tax credits; Child-care; Transportation; and short-term education and training.

5. Can any administrative costs qualify? Is there any indirect rate allocation allowed? Are any personnel costs allowed?

Unfortunately, no administrative costs are reimbursable using these federal funds. All funds must be utilized for direct payments to survivors.

The funding can be used for cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months.

6. Can we use the funds to make repairs to our Emergency Housing Facility, to purchase any supplies or furnishing for our shelter or emergency housing, for permanent installation of computers in our housing facilities, or towards programming?

Unfortunately, no administrative costs are reimbursable using these federal funds. All funds must be utilized for direct payments to survivors.

The funding can be used for cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months.

7. We have a chef who can prepare meals to freeze and keep on site for clients not returning home. Would supplies and ingredients for him fall under this funding?

Unfortunately, no administrative costs are reimbursable using these federal funds. All funds must be utilized for direct payments to survivors.



The funding can be used for cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months.

8. Would these funds allow purchasing of PSA's or marketing for the program?

Unfortunately, no administrative costs are reimbursable using these federal funds. All funds must be utilized for direct payments to survivors.

The funding can be used for cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months.

9. Is clothing an allowable expense? Food? Can the program purchase these directly?

Programs may purchase items such as clothing and food for eligible survivors, so long as it is a purchase related to meeting a family's basic needs that deal with a specific crisis situation or episode of need and be for periods shorter than 4 months.

10. I see that "clothing allowances" are allowed; would that include clothing that our agency might purchase for our pantry, to have items on site?

Items must be purchased for a specific, eligible family.

11. Can gift cards be purchased?

Gift cards are allowable so long as they are designed to meet a family's basic needs related to a specific crisis situation or episode of need, are not intended to meet on-going needs, are for periods shorter than 4 months. We defer to programs to evaluate what additional documentation is necessary to track spending.

12. Could we pre-purchase hotel vouchers now for use ongoing emergent use, or a gift cards for future use?

Buying gift cards in bulk is not an allowable or reimbursable expense. Gift cards, vouchers, or other expenses must be purchased for a specific, income-eligible family.

13. Can a program purchase 10 cards to a grocery store at a time on one receipt as long as each card is tied to eligible recipients?

Programs can purchase gift cards as long as they have specific, eligible survivors to provide with the gift cards for use towards allowable expenses.

14. Are moving costs covered? Moving company/storage?

Yes, these are allowable expenses.



15. For items like rent, would we pay the landlord directly?

Programs may provide the rent to survivors to pay their landlords.

16. What about if they do not have lease? Do programs need a copy of the lease to assist a survivor?

There is no requirement that a recipient have a lease.

17. How flexible is this funding? Could we give clients who are looking for housing cash assistance to cover the moving cost, furniture, pay off outstanding utility bills?

Cash payments are allowable so long as they are designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not intended to meet on-going needs, and are for periods shorter than 4 months.

18. Can the funds be used for sign on bonuses for a landlord?

Payments to a landlord outside of rent, security deposit expenses or other expenses designed to meet a family's basic needs would not be an allowable cost.

19. Can the money be spent on rent or other allowable costs if the family is currently in a program that provides a rental subsidy such as Rapid Rehousing or other voucher?

Yes, these are allowable expenses so long as they constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, must deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, are for periods shorter than 4 months. As a reminder PEAFF funds cannot be used to supplant, other federal, state, tribal, territorial, or local funds.

20. Aside from first and last month's rent, can these funds be used to pay for any additional rent assistance?

Yes, rental assistance is an allowable expense so long as it is related to a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months. We defer to programs to evaluate what additional documentation is necessary to track spending.

21. Is paying 4 months of rental arrears and three months of current rent during the grant period allowable?

No. Expenses must cover no more than a total of 4 months of assistance.

22. If a client is moving to a temporary rental while awaiting repairs that are needed before they can move in to the newly purchased house, can they receive assistance for both addresses?

Yes, so long as expenses cover no more than a total of 4 months of assistance.

23. Are mortgage payments allowable?



There may be a limited circumstance where a mortgage could potentially qualify as an allowable payment, but it would need to be a new mortgage as the result of the survivor's relocation and would need to be limited to no more than four months. As a reminder, PEAFF funds cannot be used to supplant, other federal, state, tribal, territorial, or local funds.

**24. Please define “new mortgage”- one assumed just prior to March 1st ?
During contract period?**

A new mortgage is one that is incurred related to the relocation that an eligible participant is seeking assistance for.

25. Can this funding be used for rental or utility arrears, including those that date back to before March 1, 2022? If we assist with arrears, can programs also assist with current expenses? Can this be used for employed DV victims who are in arrears due to actions of the abuser or are experiencing food insecurity for the same reason.

New York's PEAFF funding for survivors of domestic violence is tied to relocation expenses, limiting the opportunity to pay rental/utility arrears. These may be allowable expenses so long as it is not be intended to meet on-going needs and is for periods shorter than 4 months. need to be limited to no more than four months. As a reminder PEAFF funds The ability to pay mortgage or house repairs is also limited for this reason: There may be a limited circumstance where a mortgage could potentially qualify as an NRST payment, but it would need to be a new mortgage as the result of the survivor's relocation and would cannot be used to supplant other federal, state, tribal, territorial or local funds.

26. Can we pay for rent and utilities that extend beyond the May deadline for example for four months including May-Aug 2022?

Rental and utility expenses that extend beyond the contract period may be covered so long as the rent and utility expenses begin to be incurred during the contract period. Programs can pay for expenses via providing that funding to the client or otherwise pre-paying.

27. Are security deposits eligible expenses? If so, is the security deposit separate from rental assistance, meaning 4 months rent, and the security deposit allowable?

Yes.

28. Are utilities payments be limited to 4 months as well?

Yes.

29. What if housing is stable, can we use funds for food insecurity for survivors and their children?

Food insecurity expenses are allowable as they would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, so long



as they are related to relocation, deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.

30. Can we pay a real estate agent to help us find housing? Can funds be used to pay broker fees?

Broker's fees may be allowable expenses so long as they constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.

31. Can funds be used to pay a client's portion of subsidized housing?

Yes.

32. Can we reimburse a client who has placed a security deposit and first months rent on an apartment?

Reimbursement for these expenses is fine so long as the expenses are allowable and begin to be incurred during the contract period and the client is determined to be eligible for PEAFF funding.

33. What may count as a diversion payment?

Diversion payments can be rents, short-term utilities and anything else that is pandemic related and emergency assistance and would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.

34. What falls under emergency assistance that would not be food, clothing, utilities, or rent?

Emergency assistance may include any expense to prevent homelessness and assist in relocation, so long as it would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months.

35. With emergency housing is it providing a location or rent for X amount of months?

This funding can support short term housing, which may include rent for up to 4 months.

36. Can the funds reimburse for childcare if client has court appointments?

No. Childcare is not an allowable expense.

37. Are furniture, house hold items, car seats, cribs, and appliances (including kitchen appliances, washer and dryers, air conditioners) allowable expenses?



All expenses listed may be allowable, so long as they are related to relocation and would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months

38. Can the funding be used for Lost Wages?

Lost wages may be allowable, so long as they are related to relocation and would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months. PEAFF funds cannot be used to supplant other federal, state, tribal, territorial, or local funds.

39. Can we use funds for hotel related funds while the client waits for their apartment?

Hotel expenses are allowable so long as the expenses would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months. Additionally, PEAFF funds cannot be used to supplant other federal, state, tribal, territorial, or local funds that are otherwise available for such expenses.

40. May we use these new funds for DV victims for, furniture, needed items for the home, hotel stays for those fleeing abuse, restaurant expenses for those in hotels, gift cards for groceries, or car repair?

Almost all of the list expenses are allowable so long as the expenses would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months. Additionally, PEAFF funds cannot be used to supplant other federal, state, or local funds that are otherwise available for such expenses. Unfortunately, car repair is an unallowable transportation cost.

41. Are medical expenses allowable expenses?

Almost all of the listed expenses may be allowable to the extent they relate to relocation for an eligible applicant and would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months. Additionally, PEAFF funds cannot be used to supplant other federal, state, tribal, territorial, or local funds that are otherwise available for such expenses.

42. Can this funding pay for staff laptops? Client laptops or electronic devices?

Unfortunately, this funding cannot support any administrative costs for programs. Regarding laptops for recipients, the funding most likely cannot be used for this



expense unless they would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months.

43. Can funds be used for cell phones and minutes?

These expenses are allowable so long as they are related to relocation and would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months.

44. Can we using funds for storage of purchased furniture until survivor secures an apartment?

Yes, this is an allowable expense, so long as it is related to relocation and would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months.

45. Are there restrictions on the service area? We are a statewide program that provides services outside of NYC. Could we use this funding in any location that we have offices?

There are no restrictions on the service area for these funds.

46. Is there a maximum each individual or each household can receive? Can recipients receive assistance in multiple allowable categories?

There is no limit for allocation of fund per household or individual, and recipients can be provided with assistance in multiple categories.

47. Is payment to survivors on a reimbursement basis?

Programs can decide how to provide the funding to the survivors.

48. Does rent have to be given to a landlord or can payment be made to client?

Programs can provide the funds to clients directly.

49. How should we determine the amount that a survivor should get?

Programs can decide that based on survivor's need. OPDV cannot determine the amount for each survivor.

50. If we had a specific educational program on computer skills or the hospitality industry that a survivor is accessing is that an allowable expense? What about if a survivor lost their job due to COVID and needs a one-month training program for a job?

Short term education and training expenses are non-allowable expenses under PEAFF.



51. Would this funding cover attorney's fees or other legal fees for a domestic violence client?

Funding for attorney's fees is likely not allowable, as all funding must constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months.

52. Would we be able to purchase security cameras or other home security equipment?

This may be allowable, so long as it constitutes cash, payments, vouchers, or other forms of benefits designed to meet a family's basic needs, deal with a specific crisis situation or episode of need, not be intended to meet on-going needs, be for a period shorter than 4 months.

53. Is transportation an allowable expense? I.e., can we use these funds to pay for bus pass, car repairs, gas, car insurance or car payments, EZ Pass, or other transportation expenses?

Unfortunately, transportation costs are not an allowable expense.

54. Can you elaborate on "cash payments, provided that such payments are compliant with all applicable federal regulations and guidance"? What cash payments are allowed and what are the guidelines/regulations for this?

PEAF funds must be used for qualifying assistance, meaning cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs associated with a specific crisis situation or episode of need, is not intended to meet on-going needs, and is for a period of shorter than 4 months.

55. Can the eligible provider use the funds to support a community partner within the same service area who provides temporary housing to our shared community and routinely accepts referrals from our organization?

Yes, that may be allowable so long as the funding is provided for specific individuals who are determined to be eligible and is used for qualifying assistance, meaning cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs associated with a specific crisis situation or episode of need, is not intended to meet on-going needs, and is for a period of shorter than 4 months. The funds may not be subcontracted to the community partner.

56. Can funds be used to cover the expense to break a lease (so the individual can move out before the lease term is up)?

Yes, that may be allowable. Per federal guidelines, PEA funds must be used for qualifying assistance, meaning cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs associated with a specific crisis situation or episode of need, is not intended to meet on-going needs, and is for a period of shorter than 4 months. Programs are also reminded that under Real Property Law §§ 237-c,



there is a remedy for victims of domestic violence to terminate a lease with court approval.

57. Can you define “short term” for utility payments (allowable) verses “on-going needs” (not allowable)?

PEAF funds can only be used for expenses of up to 4 months.

58. Could we pre-purchase a stock of alarm systems such as ring to be able to provide to DV survivors.

This would not be allowable. PEAF funds must be used for qualifying assistance, meaning cash, payments, vouchers, and other forms of benefits designed to meet a specific, identified family's ongoing basic needs, associated with a specific crisis situation or episode of need, is not intended to meet on-going needs, and is for a period of shorter than 4 months.

59. Could we pay in advance in one large sum of money, towards a utility payment?

Funding for utility payment is allowable in instances such as foregoing a threat of termination or to establish services, consistent with the fact that PEAF funding can only cover expenses that a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months. Eligible payments may be in one lump sum.

60. Could we pay for a storage unit and rent for a victim for 1-2 years, in one lump sum?

Funding for a storage unit and rent are allowable so long as they constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months. Eligible payments may be in one lump sum.

61. Can the funding cover language access within these 4 months?

This is likely not allowable. Unfortunately, no administrative costs are reimbursable using these funds. All funds must be utilized for direct payments to survivors related to relocation and is used for qualifying assistance, meaning cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs associated with a specific crisis situation or episode of need, is not intended to meet on-going needs, and is for a period of shorter than 4 months.

62. Can be payment be used as aftercare for former client still settling into new housing?

OPDV does not have sufficient information regarding what aftercare would entail to answer this question. Please reach out to OPDVPEAF@opdv.ny.gov if you would like to clarify further.



63. What if the client owes you the organization funds?

OPDV does not have sufficient information regarding what the funds owed entail to answer this question. Please reach out to OPDVPEAF@opdv.ny.gov if you would like to clarify further.

**64. Can we use funds to purchase items that would prevent an emergency?
For example, can we purchase newborn safety items that would enable a
new parent to keep their child safe and avoid an ACS visit?**

Such expenses would only be allowable so long as they would constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.

**65. Can we use the funds to purchase emergency/household supplies for the
DV shelter?**

No. PEAFF funds need to be spent towards eligible survivors and their families. Therefore, they cannot be spent for supplies for the shelter.

**66. Can funds be used for household items for clients while they are in shelter.
Clients will leave shelter with these items.**

Expenses listed may be allowable so long as they constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months and are to assist with the relocation of the client.

67. Can utility bills be paid if in the abuser's name, survivor is in the house.

This may be allowable so long as the funding is to support a qualifying survivor with a specific crisis situation or episode of need, not be intended to meet on-going needs, and be for periods shorter than 4 months.

**68. Can this funding be used to provide economic empowerment assistance?
For example, tax help.**

PEAF Funding does not include tax credits. Expenses are only allowable so long as they are related to relocation and constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.

**69. Can these funds be used to pay for summer camps for children of domestic
violence survivors?**

Expenses are only allowable if they are related to relocation and constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.



70. The application lists the different ways the funds can be used. If a survivor checks off expenses that for some reason as an agency we decide not to provide, for example we do not plan to give out cash payments can we tell the survivor this is not something we are able to provide are we required to if it is listed there.

We defer to your agency regarding which of the allowable expenses you are able to assist with using PEAFF funding, however we encourage programs to be as open and flexible as possible within PEAFF guidelines in your distribution of funds to best provide survivors with the assistance they need. OPDV is committed to supporting you in determining how you may be able to providing any eligible assistance needed to a survivor using these funds.

71. Can we assistance with luggage for a client who is going into Tier II housing?

Yes.

Relocation:

1. Can we assist survivors with relocation expenses?

Yes, expenses associated with relocation are the core expenses intended to be funded using PEAFF funds in New York, so long as they constitute cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months.

2. Do participants have to be fleeing domestic violence or relocating currently to be eligible? Can we help someone who is already in their safe home, but needs help paying bills/furnishing their current home? What about retention of safe housing, including after an abusive partner has vacated?

The New York State FY2021-22 authorizing appropriation for New York's administration of the PEAFF program directs that the funding must be used for relocation expenses, which can also include expenses related to retention of a home if an abuser vacates the premises. Further, any eligible expenses under the PEAFF program must also be related to a specific crisis situation or need, due to federal funding guidelines. We understand relocation may look different for each recipient and defer to program's expertise on what expenses may be related to relocation.

3. Can the relocation have happened several months ago or does it need to happen within the timeframe of the contract?

The authorizing appropriation for NY PEAFF funds does not include any limitation around when the relocation must have happened, and thus OPDV is not imposing a time frame



limitation, so long as some of the expenses incurred related to that relocation are incurred within the contractual period.

4. Is relocation limited within NY only, or are out of state relocation costs allowed?

Eligible recipients must be current New York residents but there is no requirement relocation be within New York State.

Other:

1. Is there someone at the state or federal level we could contact feedback on how this funding is being allocated with such a short time frame and with no admin cost support? Would love to advocate for a more thoughtful use of these dollars to assist victims.

PEAF Funding timelines and requirements have been put in place pursuant to both federal law and requirements of the PEAF program as well as the state FY2021-22 appropriation enacted by the NY Legislature and Governor.

2. If we are providing cash assistance to a survivor who receives DSS benefits (TANF for example) are they required to report PEAF assistance as income?

This assistance does not need to be reported as income to DSS.

3. Can we use the funds for clients that we have provided services to before March 1?

Yes, we encourage outreach to any potential participants to determine eligibility and need that may be met using these funds.

4. I was contacted by a homeless shelter - not a DV shelter - who does not qualify to receive this contract. They were wondering if they could refer DV survivors to us in order to utilize the funds. Is this allowable?

Yes, we encourage partnerships with other organizations in order to spread information about the availability of funds for these purposes widely.

5. Is the media toolkit available in Spanish?

OPDV will work to translate the media toolkit and provide it to all programs.

6. When/how will the media toolkit be available?

As soon as the Media Toolkit is final we will share it with all programs



7. What if the emails are not going to the right department?

Please advise OPDV of the correct contact for your PEAFF emails if we are not using the correct contact. You can email us at opdvpeaf@opdv.ny.gov

8. Are any of these funds federal funds? If yes, what percentage? And if so, can any of these funds cover auditing expenses and fiscal?

All funding in the PEAFF program are federal Pandemic Emergency Assistance Funds. Unfortunately these funds are restricted to direct client support.