Grantee Guidelines

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Introduction

The Grantee Guidelines document was created by the South Dakota Victims' Services Program (SDVS) to assist organizations who are funded with SDVS funds, in creating policies and procedures which are in compliance with federal rules and regulations, state laws, state administrative rules, and other requirements established by the SDVS.

Another requirement ***Payroll Payment Process*** of subrecipients receiving SDVS funding for personnel/payroll is the requirement of a perjury statement.

The volunteer rate to be determined as match is now $23.94/hour. This is for individuals who provide crisis line coverage or volunteer services during non-office hours and those individuals who provide unskilled labor. No payroll taxes or benefits calculated using this rate may be claimed as match.

With the changes, SDVS began utilizing a new grants management system referred to as MAVIS (Managing Assistance for Victims Services). MAVIS will have its own user manual that all staff utilizing the system should be trained and familiar with.

SDVS created ***Appendix B: Glossary of Terms*** for terms and acronyms frequently used.

A section referring to the ***Budget Modification*** and ***Grant Adjustment*** process has been added for more clarification on expectations.

Steps required to complete a ***VOCA Match Waiver Request*** have been added.

SDVS has created policy and form regarding Equipment Disposition. See ***Equipment Disposition*** and ***Appendix K: Equipment Disposition Request Form.***

SDVS has included the policy created 09/23/2021 regarding the VOCA Fix Act's mandatory match waiver. Please see: ***Appendix L: SDVS National Emergency Pandemic Mandatory VOCA Match Waiver Process***

The SDVS Monitoring Plan for subrecipients was updated and approved 09/03/2021. Additional information and guidance about this can be found: ***Monitoring***

SDVS has clarified when a ***Furniture & Equipment Form*** should be submitted in the section: ***Furniture and Equipment Expenses***

Additional references and resources have been added throughout this document for users to link to examples, guidelines, and requirements. Much of this document has been reorganized to be more user friendly. This document can be printed in hardcopy form but will best be utilized in PDF format to link and cross reference sections and webpages.

- Font that is blue and underlined will represent web links to resources.
- Font that is ***red with italicized bold***, will represent links/ references within this document.

Grant Eligibility Guidelines

To be eligible to receive SDVS funding, an organization must:

- Be a public or non-profit organization that provides direct services to victims of crime.
    - To receive SASP funding, organizations must be a non-profit, non- governmental that provides direct services to victims of sexual assault crimes.
- Have a history of providing effective direct services to victims of crime.
- Have the support and approval of its community as evidenced through letters of support provided during application process.
- Have a history of providing direct services in a cost-effective manner.
- Be able to meet the program match requirements, using non-federal funds committed for direct victims' services.
- Utilize volunteers in the provision of services. The State may determine if there is a compelling reason to waive this requirement.
- Promote, within the communities served, a coordinated approach to serving victims of crime that minimizes duplication of effort and contributes to better and more comprehensive services to crime victims. Coordination may include, but is not limited to serving on State, federal, local, or Native American task forces, commissions and/or working groups and developing written interagency agreements.
- Assist eligible victims of crime with information about and access to Crime Victims' Compensation (CVC) Program benefits. This assistance includes referring identifying crime victims and advising them of the availability of CVC benefits, assisting eligible victims with CVC application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of victims who have applied for assistance from the CVC program.
- Comply with applicable provisions of the SDVS Guidelines, the Office of Justice Programs Financial Guide, and the Office of Violence Against Women Financial Grant Management Guide. This includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of funds received. For example, financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable victims' services, client files other sources of revenue that support any portion of victims' services, job descriptions, contracts for services, other records which facilitate an effective audit, records retention, and compliance with monitoring and/or audit activities and requirements.
- Maintain statutorily required civil rights information on victims served by age, disability and/or handicap, sex, gender identity (or expression), sexual orientation, race, color, national origin and religion.
- Permit reasonable access to organization books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
- Provide services to victims of Federal crimes on the same basis as victims of State crimes.
- Provide a variety of services and assistance to victims of crime.
- Provide services through the funded program at no charge to victims.
- Maintain confidentiality of client information.
- Prohibit policies that deny individuals access to services based on their relationship to the perpetrator.
- Prohibit policies and practices that impose restrictive conditions to be met by the victim before they can receive services.

Additional References/ Resources:

- Eligibility of a program
- System for Award Management (SAM)
- South Dakota Secretary of State

Ineligible Organizations

Organizations and activities are not eligible to receive funding if they:

- Focus primarily on lobbying or raising public awareness.
- Primarily crime prevention agencies, organizations or programs.
- Organizations or programs in which victims of crime are not the sole or primary beneficiaries (e.g., witness management or witness notification programs).
- Federal agencies, including U.S. Attorney's Offices.
- In-patient facilities designed to provide treatment to individuals with drug, alcohol and/or mental health related conditions.
- Applicants that provide both victim and witness programs are eligible for funding, but only for that portion of their activities that directly serves victims of crime.

Grant Overviews

VOCA

The Victims of Crime Act was passed by Congress in 1984. The Act established a Crime Victims Fund in the U.S. Treasury to collect fines from convicted federal criminals and use those monies to assist people who have been victimized by crime. A portion of the Fund is awarded annually in grants to states, which then sub-grant funding to agencies that provide direct services to crime victims. This annual allotment varies, depending on the amount of money collected by the U.S. Department of Justice (DOJ).

Primary Purpose

- To provide direct assistance to innocent victims of violent crime throughout the nation.
- To assist victims of crime as soon as possible after the crime occurs, to reduce the severity of the psychological consequences of the victimization.
- To demonstrate ongoing support for victims in coping with the impact of victimization.

Organizations receiving VOCA funds must also:

- Use volunteers to support services paid for with VOCA funds.
- Maintain substantial financial support from sources other than VOCA. At least 25 percent of the agency's funding in the year of, or the year preceding an award must come from other sources, which can include other federal funding programs.
- Provide effective services to victims of crime and support from sources other than VOCA.
- Provide information about the Crime Victims Compensation (CVC) Program and where to get assistance in applying. Federal VOCA funding includes monies specifically to provide compensation to victims of crime and secondary victims of crime through the CVC Program. Individuals who receive support from agencies through any South Dakota Victims' Services grant-funded programs also may be eligible for assistance through the CVC Program, which can help to cover longer- term costs such as medical and mental health expenses and lost wages.

Match Requirements (cash or in-kind, or a combination of both)

- 20% of the Total Project Budget for existing and new organizations
- 5% of the Total Project Budget for organizations located on a reservation
- Ability to waive match requirement

VOCA funds cannot be used to cover any costs not directly related to service delivery for victims of crimes.

Additionally, organizations cannot use VOCA funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender/perpetrator
- Construction costs
- Food for staff and/or Board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Stipends to volunteers or crisis line advocates
- Victim property loss
- Visitation Center services (Visitation Center staff expenses can only include direct service time spent with clients outside of the visit)

VOCA funds must be expended for providing direct services to victims of a violent crime.

Additional References/ Resources:

- Victims of Crime Act Victim Assistance Program Final Rule
- Office for Victims of Crime Training & Technical Assistance Center
- ***Appendix L: SDVS National Emergency Pandemic Mandatory VOCA Match Waiver Process***

FVPSA

The Family Violence Prevention and Services Act (FVPSA) is funded through the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services (ACF).

Primary Purpose

- To prevent incidents of family violence, domestic violence, and dating violence.
- To provide immediate shelter, supportive services, and access to community- based programs for victims of family violence, domestic violence, or dating violence and their dependents.
- To provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations.

Priority

- Not less than 70% of the State's total FVPSA funds must be distributed for immediate shelter and related assistance to victims of family violence and their dependents, dating violence, and domestic violence.
- Not less than 25% of the State's total FVPSA funds must be distributed for the primary purpose of providing supportive and prevention services.

Match requirements (cash or in-kind, or a combination of both)

- 20% of the Total Project Budget.

FVPSA Allowable Costs

- FVPSA funds must be expended only for providing **direct services** to victims of family violence, domestic violence, and dating violence and their dependents.
- FVPSA also may be used to cover some expenses related to increasing public awareness and prevention of family violence, domestic violence, and dating violence.

FVPSA Non-Allowable Costs

FVPSA funds cannot be used to cover any costs not directly related to service delivery or public awareness/prevention for victims of crimes. Additionally, organizations cannot use FVPSA funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender/perpetrator
- Construction costs
- Food for staff and/or Board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Stipends to volunteers or crisis line advocates
- Victim property loss
- Visitation Center services (Visitation Center staff expenses can only include direct service time spent with clients outside of the visit)

Additional References/ Resources:

- Family Violence Prevention and Services Program Final Rule
- FVPSA Federal Register
- National Network to End Domestic Violence (NNEDV)
- Learn About FVPSA

STOP/VAWA

The Services*Training*Officers*Prosecutors/Violence Against Women Act (STOP/VAWA) grant is funded through the DOJ and encourages strategies to combat violent crimes against women, including domestic violence, dating violence, stalking, and sexual assault. South Dakota Victims' Services awards STOP/VAWA grants to two types of groups: agencies that provide victims' services; and law enforcement agencies, prosecution agencies, and courts.

Primary Purpose

- The development and implementation of effective law enforcement and prosecution strategies to combat domestic violence, dating violence, sexual assault, and stalking.
- The development and enhancement of victims' services in cases involving domestic violence, dating violence, sexual assault, and stalking.

Priority

The South Dakota Victims' Services STOP/VAWA State Implementation Plan supports funding for two priority areas:

1. Enhanced Court Advocacy and other core services for victims provided through local domestic violence and sexual assault programs.
2. Specialized Service Programs for the following underserved populations:
   a) Victims in rural areas
   b) Native American victims
   c) Adults sexually abused/assaulted as children
   d) Survivors of homicide
   e) Victims of intoxicated drivers
   f) Victims of robbery
   g) Victims of elder abuse/neglect

Additional Requirements

Federal guidelines require the State to distribute its STOP/VAWA funds according to the following allocations:

- 25% to law enforcement
- 25% to prosecution
- 30% to victim services (of which at least 10% must be distributed to culturally specific community-based organizations)
- 5% to courts
- 15% may be used for discretionary funding to serve victims of domestic violence, dating violence, sexual assault, and stalking.

Match Requirements

- No match is required for STOP/VAWA victims' services activities and services.
- All other allocation areas (law enforcement, prosecution, and courts) still require 25% match

STOP/VAWA Non-Allowable Costs

STOP/VAWA funds cannot be used to cover any costs not directly related to service delivery for victims of crimes. Additionally, organizations cannot use STOP/VAWA funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender/perpetrator
- Construction costs
- Food for staff and/or Board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Stipends to volunteers or crisis line advocates
- Victim property loss
- Visitation Center services (Visitation Center staff expenses can only include direct service time spent with clients outside of the visit)

Additional References/ Resources:

- STOP Violence Against Women Formula Grant Program Regulations to Statutory Change

SASP

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and DOJ Reauthorization Act of 2005 (VAWA 2005) and is the first federal funding stream dedicated to the provision of direct intervention and related assistance solely for victims of sexual assault.

Primary Purpose

- Provide intervention, advocacy, accompaniment (e.g., accompany victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.
- Support the establishment, maintenance, and expansion of sexual assault services by non-governmental victims' services programs to assist those victimized by sexual assault.

Program Priorities

- Support rape crisis centers in providing direct intervention and related assistance services.
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault related direct intervention and related assistance services.

Match Requirements

- A contribution of non-federal dollars ("match") is not required for SASP grant awards.

Additional Requirements

In distributing SASP funds, SDVS must:

- Give priority to areas of varying geographic size, which show the greatest need. This includes consideration of the range and availability of existing sexual assault programs and the geographic areas they can serve.
- Take into consideration the population of the geographic areas to be served.
- Equitably distribute monies on a geographic basis, including non-urban and rural areas of various geographic sizes.
- Ensure that the needs of previously underserved populations are identified and addressed.

SASP funds are awarded through a competitive review process.

SASP Non-Allowable Costs
SASP funds cannot be used to cover any costs not directly related to service delivery for victims of crimes. Additionally, organizations cannot use SASP funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender/perpetrator
- Construction costs
- Food for staff and/or Board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Stipends to volunteers or crisis line advocates
- Victim property loss
- Visitation Center services (Visitation Center staff expenses can only include direct service time spent with clients outside of the visit)

Additional References/ Resources:

- Conforming STOP Violence Against Women Formula Grant Program Regulations to Statutory Change; Definitions and Confidentiality Requirements Applicable to All OVW Grant Programs

DASA

The DASA (Domestic and Sexual Abuse Program) grant is funded through the State of South Dakota general funds, with monies appropriated annually by the South Dakota State Legislature.

Primary purpose

- To provide assistance to shelter programs that serve victims of domestic violence and sexual assault.
- To provide training programs for the staff and volunteers of shelter service programs.
- To provide domestic violence and sexual assault prevention and education programs.

Priority
Priority is given to funding victims' assistance programs that serve victims of sexual assault and domestic violence.

Match Requirements
DASA grants do not require a match.

DASA Allowable Cost
DASA funds can be used to cover costs related to direct services provided to domestic violence and sexual assault victims. DASA also can be used to cover some administrative expenses associated with serving victims of domestic violence and sexual assault.

DASA Non-Allowable Costs
Just as with all grant programs administered by South Dakota Victims' Services, agencies may not use DASA funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender/perpetrator
- Construction costs
- Food for staff and/or Board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments

- Stipends to volunteers or crisis line advocates
- Victim property loss

Additional References/ Resources:

- Domestic Violence and Sexual Assault Programs

Calculating Match Required

To calculate the minimum amount of matching funds needed from grants that require a match, use the following formula.

- Determine if the grant requires a match (VOCA and FVPSA require match for Victims' Services funding).
- The amount of funding the organization requests from the grant program.
- Divide the request amount by 100 percent, minus the percent of match required.
- Non-Tribal programs that require a 20% match: divide the request amount by 80%
- Tribal programs that require a 5% match: divide the request amount by 95%.

The result will be the Total Project Cost.

Multiply the Total Project Cost by the percentage of match required (e.g., 20%). This will result in the amount of matching funds needed.

Additional Resources/ References:

- ***Appendix L: SDVS National Emergency Pandemic Mandatory VOCA Match Waiver Process***

Match Documentation Requirements

Matching funds requirements as outlined in 2 CFR §200.306:

- Verifiable from the recipient's records;
- Necessary and reasonable for proper and efficient accomplishment of the project or program objectives;
- Not paid for by the federal/state government under another award (except where authorized by federal/state statute to be used for cost sharing or matching); and
- Allowable and provided for in the approved budget.

For volunteer or on-call hours being reported, most organizations send a calendar showing the number of hours each day and the individual volunteering. This makes it so a clear number of hours volunteered can be determined. For other direct service activities, the same activity logs that employees complete or something similar will need to be provided. This is due to the fact the hours donated have to be allowable under federal funding as if they were being requested for reimbursement.

Victims' Services has set a $23.94/hour rate for individuals who provide volunteer crisis line coverage during non-office hours.

- This rate may also be used for those individuals who provide unskilled labor that is unpaid and being reported as match.
- Administrative duties, as well as time donated for fundraisers **CANNOT** be reported as match.
- Professional services that are donated free of charge can be reported as match at the rate they would have normally been charged at.
- No payroll taxes or benefits calculated off of this rate may be claimed as match.

Discounted or reduction in costs provided shall be valued as the difference between what the organization paid and what the provider's nominal or fair market value is for the good or service (counseling).

Additional Resources/ References:

- 2 CFR §200.306 Cost sharing or matching
- National/State Value of Volunteer Time

VOCA Match Waiver Request

The policy of SDVS is to require VOCA subrecipients to meet their match requirements. If a subrecipient anticipates difficulty meeting the match requirement on a VOCA award, a request for a match waiver may be submitted to SDVS.

Generally, match waiver requests will be considered at the start of an award period. A partial, or full match waiver may be requested for consideration. Match waivers are considered by SDVS and DPS staff on a case-by-case basis and approval will be determined based on a well-justified hardship. Approval considerations include, but are not limited to:

1. Who is being served by the project? (e.g. priority underserved victims as identified by SDVS in the grant solicitation-veterans, communities of color, elders, limited English proficient (LEP) victims, rural victims, LGBTQIA+ identifying victims, etc.).
2. Practical and/or logistical obstacles to providing match (e.g. public agencies that do not engage in private fundraising and may have limitations on soliciting contributions).
3. Local resource constraints (e.g. recent loss of local fund sources or a rural or impoverished community with limited funding availability).
4. Increases to VOCA funding levels, whereas local funding availability has not increased to the same degree.
5. Past ability to provide match (SDVS generally expects subrecipients to provide a similar amount of match as provided the previous grant year unless the subrecipient can document a significant change in circumstances).
6. Length of time the subrecipient has been providing services (e.g. Is this a new project/service?).

SDVS reserves the right to issue partial, or full, match waivers to some, or all SDVS subrecipients when unique circumstances justify such action. Examples of unique circumstances include, but are not limited to, a natural disaster, a pandemic, or a mass violence incident. If SDVS chooses to take this action, notification will be sent to all subrecipients providing additional guidance. Depending on the circumstances, SDVS may provide a streamlined process for requesting match, different from that outlined below in order to expedite match waiver requests from subrecipients.

To request a match waiver, subrecipients must send a match waiver justification request on their agency letterhead to SDVS via email to the Program Specialist (Laura.Quasney@state.sd.us) containing the following:

1. Legal name of the agency requesting match
2. A brief description of the agency, project and services to be provided
3. A justification explaining the hardship reason for the match waiver request
4. Amounts:
   a. Total amount of match required based on VOCA fund award
   b. Total amount of match the agency is able to provide, broken out by in-kind and cash match.
   c. Amount of match the agency is requesting to be waived
   d. Amount of match provided in the prior grant year for the same project (if applicable).
5. Time period for which the match waiver request is being made
6. Signatures from both the agency's Executive Director and Board Chairperson

Notification will be made electronically via email and the decision of SDVS shall constitute final agency action.

If a subrecipient with an approved match waiver wishes to renegotiate the terms of the waiver during the project period, an electronic request must be made to SDVS outlining the justification for an amended match waiver (e.g. additional unanticipated hardship during the project period). This request will be considered by the Program Specialist and/or SDVS Director and a decision will be rendered electronically, within 30 days of receipt of the request.

Budget Modification

The approved budget for the federal award summarizes the financial aspects of the project or program as approved during the Federal award process. A budget modification may be requested to modify an approved budget to reallocate funds among the budget categories. If a budget modification is needed to transfer money

between categories of a grant, you will first need to navigate to MAVIS in the Application Menu – Forms and proceed to the **Budget Modification Request Form.**

This form will ask you to provide the explanation or justification of the modifications you are requesting to be made to your budget and why they are necessary. It is important to include the funding source or grant that the modification is being requested for, the amount of funds being requested to transfer and the TO and FROM categories. The example language below is an example of justification for a budget modification:

> *Please move $500 in VOCA from Rent and Operating to Emergency Services. This month had higher than usual client requests for assistance.*

Once the reasoning for the modification has been explained, the modification will need to be submitted to SDVS to be reviewed. SDVS will review and make the appropriate approval/denial of the budget modification. For additional guidance, please refer to the MAVIS User Manual.

Additional Resources/ References:

- 2017 DOJ Grants Financial Guide
- 2 CFR §200.308 Revision of budget and program plans
- MAVIS User Manual

Grant Adjustment

A budget modification ***may not*** be completed, and a Grant Adjustment must be completed if:

- The proposed change is greater than 10% of the total grant award amount.
- The budget modification would change the scope of the project.
- A budget adjustment affects a cost category that was not included in the original budget. For example, if the category for "Travel/Mileage" did not exist in the originally awarded budget, the adjustment to transfer funds from the "Furniture & Equipment" to "Travel/Mileage" would require a Grant Adjustment.

If the expense is considered an allowable expense under the federal grant, the subrecipient would need to provide SDVS with more documentation and a few steps that would need to occur to make this allowable under the award since it was not requested within the application as something grant funding would be spent on. The subrecipient would need to complete a Grant Adjustment as the current expense is not currently "within scope" of the award. To make it within scope, the following would need to occur:

1. Provide SDVS with a letter on agency letterhead. In this letter you should provide the following:
    a. Explanation of this grant adjustment request.
        i. What the expense is, what funding source it is being requested (VOCA/FVPSA/STOP/SASP?)
        ii. Dollar amount being requested in the adjustment.
        iii. Sufficiently describe the need.
    b. The subrecipient is not requesting additional funding but are rather moving funding that was previously awarded, it should be explained where this funding is being moved from (category within MAVIS) within that award and why it isn't being utilized as it was previously budgeted/awarded for.

2. Complete a budget modification in MAVIS.
    a. (If needed to move funding between categories. If there is funding already in that category but this expense was not requested in the application, a modification within MAVIS may not need to be completed).

3. Once those above steps have been completed and approved by SDVS, you will be able to expend the funding and request the reimbursement for this expense.

Additional Resources/ References:

- 2017 DOJ Grants Financial Guide

- 2 CFR §200.308 Revision of budget and program plans
- MAVIS User Manual

Subrecipient (Organization) Expectations

Monitoring

Purpose

This monitoring plan was developed to outline the process the South Dakota Department of Public Safety (DPS) – Victims' Services Program (SDVS) will use to monitor subrecipient compliance with VOCA, FVPSA, STOP, and SASP and Access & Visitation Grant requirements.

Educational on-site visits may be scheduled with new programs receiving funds for the first time from Victims' Services within six months of the start of the grant contract. The purpose of the visit is to meet staff, evaluate and give guidance regarding the structure of the organization, program administration, fiscal management, compliance with federal and state rules, and educate about SDVS computer systems.

Effective Date

This monitoring plan has been modified and will be effective for any active subgrant as of ***05/19/2021*** and takes precedence over any prior monitoring plan.

Compliance with Federal Law

The DPS, as the State Administering Agency, will monitor subrecipients according to the requirements specified in 2 CFR § 200.331 and 28 CFR §94.106

SDVS Monitoring Plan

SDVS will monitor all subrecipients with a site visit no less than once every four years. High risk subrecipients will be monitored, at a minimum, once every other year. Other types of monitoring, desk reviews, or other types of spot checks may be conducted more frequently. The type and frequency of site visit and desk review monitoring is based on the results of each subrecipient's most recent risk assessment.

Subrecipients that have received repeat audit findings will be subject to additional monitoring conducted by DPS Finance Office as well as ongoing monitoring by SDVS to ensure findings are being appropriately addressed and remedied. SDVS will follow the guidance issued by the South Dakota Bureau of Finance and Management in the Subrecipient Audit – Repeat Finding Guidance document if applicable.

The monitoring schedule for the funding cycle includes SDVS staff and/or contracted employees conducting on-site reviews with programs that received a desk review the previous year. The programs that received a desk review the previous year will receive an on-site review. Some of the programs designated for a desk review may have an on-site review if they deem high-risk as determined by the risk assessment. Monitoring schedules may be adjusted on a case-by-case basis. Possible reasons to alter the monitoring schedule may include, but are not limited to:

- A new director;
- Issues or concerns;
- Complaints.

Irregularities or concerns may require increased program monitoring. Any identified irregularities or concerns regarding the program, whether the concerns are generated internally through desk monitoring or reviews of quarterly performance reports and annual reports, through on-site reviews or by external reports concerning the program.

General Monitoring Activity

All subrecipients to grants administered by SDVS face a minimum level of continuous and on-going general monitoring to include the following:

- Review match documentation to ensure its allowable and applicable;

- Ensure all grant certifications, assurances, and special conditions are completed and submitted.
- Track completion, review, and monitor quarterly performance reports to ensure information is timely, accurate, and appropriate.
- General technical assistance is provided to all subrecipients throughout the grant year on the following topics
    - SDVS expectations of subrecipients;
    - MAVIS grant management system training when applicable;
    - Quarterly performance reporting;
    - Federal grant guidance;
    - Drawdown for reimbursement trainings.
- SDVS will conduct various types of technology contacts throughout the performance period with subrecipients and designated coalitions to address new or emerging issues and training and technical assistance needs.
- Compare the closeout Final Financial Report to project application to determine if subrecipient was able to achieve or complete project goals or plans and ability to efficiently expend awarded funds.

Reimbursement Request Monitoring

Regardless of risk, additional monitoring will be conducted on all subrecipients during each reimbursement request. SDVS requires all receipts and documentation to be submitted for each expense claimed with a reimbursement request. This helps to ensure each expense is allowable, reasonable, allocable, and necessary.

- Allowable – Does federal grant or SDVS guidance allow for the expense to be paid by the grant?
- Reasonable – Would a prudent person pay this amount for this item?
- Allocable – A cost is allocable if goods or services involved are chargeable and assignable in accordance with the relative benefits received by the projects.
- Necessary – Are the costs incurred necessary to achieve the program goal?

Risk Assessment

The SDVS has implemented two types of Risk Assessments to be completed on subawards. The Risk Assessment is implemented in two parts to determine each subrecipient's level of risk. The first part is completed by the subrecipient after their award has been determined and official notification has been made. Once the subrecipient portion is completed, the second part of the risk assessment is completed by SDVS based on prior year compliance with award conditions and subrecipient performance measures. The risk level for first-time subrecipients are automatically set at medium to high for the first year.

A second Risk Assessment will be completed as part of subrecipient monitoring of the overall performance to consider if risk level is appropriate. Once the Risk Assessment for each subrecipient is completed, the type of monitoring required and schedule for each grant year will be created. A new or updated Risk Assessment may be completed any time a justified need exists.

Factors to Determine Level of Risk

- First-time subrecipient of DPS-SDVS
- Does the program leader have more than 3 years of experience in managing the scope of services required under this program?
- Does the program financial and programmatic staff who will oversee this grant have more than one-year prior federal grant award experience?
- Has the entity been in business for less than 3 years?
- Does the entity have prior experience with similar programs?
- Does the entity have a system in place which can track employee time spent on multiple programs?
- Has the entity been audited in the past 3 years?

- If the entity received over $750,000 in federal funds from all sources total last year, was a single audit conducted on the entity per 2 CFR 200.501.
- Did the entity have one or more audit findings in their last single audit regarding program non-compliance and/or significant internal control deficiency?
- Are there currently any unresolved audit issues? Were performance and financial reports submitted timely for prior grant awards? (i.e. within the agency specified timeframe)
- Did the entity stay on budget in prior years?
- Did the entity adhere to all terms and conditions of prior grant awards?
- Do the results of monitoring procedures at the entity in prior years indicate any areas of concern or higher risk?

Risk Levels

Subrecipients will be evaluated as high, moderate, or low risk to determine the type and frequency of monitoring.

- **High Risk:** subrecipients determined to be high risk will have a site-visit conducted during the performance period.
- **Moderate Risk:** subrecipients determined to be moderate risk who are able to provide/implement a satisfactory remedy to the risk factors found, may be the subject of a site-visit or desk review to the discretion of SDVS.
- **Low Risk:** subrecipients determined to be low risk will not automatically be placed on the site-visit schedule; however, SDVS can still make the determination to conduct a site-visit or desk review at its discretion.

Monitoring Notification

SDVS will notify the subrecipient, in writing, in advance of the intended site visit or desk review. The notification shall include the grant that will be monitored, type of review, information to be reviewed, and estimated length of site visit or desk review.

Review Process

- **Site visit:** SDVS will conduct the site visit review in the subrecipient agency office. It is expected the Executive Director and any other agency staff will be available to answer all SDVS grant related questions and shall be present for the site visit. If Board of Directors wish to be present as well, that is allowed.
- **Desk review:** SDVS will conduct the desk review remotely from the SDVS office. The desk review may include the use of technology such as telephonic or video conferencing to increase the efficiency and lessen the time necessary to conduct the desk review.
- **Enhanced desk review:** in the event that travel for scheduled on-site monitoring is not possible due to an emergency or other uncontrollable circumstance, SDVS has the discretion to postpone site visits until travel is once again possible or if the emergency lasts or is projected to last more than 30 days.

Documents Reviewed During Monitoring

During a site visit, the subrecipient shall make available any and all financial, administrative and programmatic documents, spreadsheets, or other information pertaining to the administration of the SDVS awarded grants. At a minimum, each grant within the MAVIS grant management will contain the following:

- Grant application
    - All applicable policies and procedures at the time of application
    - Proof of active https://sam.gov/SAM registration at the time of application
    - Three current letters of support
    - List of current Board members/commissioners with names and email addresses
    - ACORD document or proof of applicable insurance to fulfill required coverages

    - Affirmative Action Plan (if applicable)
    - Articles of Incorporation (required for non-profits)
    - By-laws or constitution (required for non-profits)
    - Documentation of 501(c)(3) status (required for non-profits)
- Subrecipient agreement with Certified Assurances, Special Conditions and Certifications
- Program Narrative
- Pre-Contract documents (Risk Assessment and FFATA)
- Budget and budget narrative, budget modifications requested/ approved as well as any grant adjustments or changes from the original application/award
- Job descriptions for SDVS grant funded staff
- Drawdown reimbursement request and supporting documentation for requested amounts
- Request and approval for waivers (volunteers and/or match requirement for VOCA)
- Final Financial Reports for closeout
- Additional internal uploads to document the status and compliance of the awarded activity

Subrecipient's Failure to Cooperate

A subrecipient who fails to cooperate with the site visit or desk review process shall be notified, in writing, that their failure to cooperate will lead to additional monitoring and subsequent failures to cooperate may subject themselves to any or all of the authorized actions under 2 CFR § 200.339, Remedies for Non-Compliance.

Monitoring Review Management Decisions/Findings

SDVS will provide the subrecipient with the monitoring report and Corrective Action Plan. Subrecipients will be required to take necessary actions to resolve any findings and notify SDVS when the findings have been resolved and provide supporting documentation of remedy. The actions taken by the subrecipient to resolve the Corrective Action Plan findings will be reviewed by SDVS and a determination will be made if the action was acceptable.

Unresolved Monitoring Corrective Actions

A subrecipient who fails to adequately address the site visit or desk review Corrective Action Plan before the prescribed deadline may subject themselves to any or all of the authorized actions under 2 CFR § 200.339, Remedies for Non-Compliance.

Enhanced Desk Reviews (EDR)

In the event that travel for scheduled on-site monitoring is not possible due to an emergency or other uncontrollable circumstance, SDVS has the discretion to postpone site visits until travel is once again possible, or if the emergency or circumstance lasts or is projected to last more than 30 days. In this event, an Enhanced Desk Review (EDR) may be performed. If an EDR is completed in place of an On-Site Review, it is up to the discretion of SDVS if new, moderate or high-risk organizations or concerning discoveries identified during a EDR, will receive on On-Site Review within 60 days following the EDR when permitted. If an EDR is completed under these guidelines, the organization is not required to have an On-Site Review the following year but may revert to regularly scheduled monitoring procedures.

Typical on-site monitoring allows SDVS staff to meet and acknowledge the efforts of grant staff performing the work; review of the organization mission; ensure compliance with the terms and conditions of the grant award; ensure accuracy and consistency of reporting; review of administrative practices and fiscal management, and to provide direct technical assistance in person if necessary.

For these reasons, EDRs are not the preferred method of compliance monitoring and should only be employed in the event of an emergency such as the Nation or State restricts travel, or an uncontrolled circumstance would affect for the health, life, or safety of personnel.

Equipment Disposition

The Equipment Disposition Request Form must be submitted to the South Dakota Victims' Services Program (SDVS) for any equipment with an original acquisition cost of $5,000 or more. Equipment with a current per-unit fair market value of $5,000 or more must have SDVS approval prior to disposal. Equipment with a current per-unit fair market value less than $5,000 may disposed of with no further authorization from SDVS.

Form Instructions:
When equipment acquired under a subaward is no longer needed for the original project or program or for other activities currently or previously supported by the subrecipient agency; disposition of the equipment will be made as follows:

Original Acquisition Cost of less than $5,000

- Items with an original acquisition cost of less than $5,000 may be disposed of with no notification to SDVS. An Equipment Disposition Request Form is not required.

Original Acquisition Cost of $5,000 or more

- Is the current per-unit fair market value *less than* $5,000?
  - The item of equipment may be sold or disposed of without SDVS approval. However, an Equipment Disposition Request Form must be submitted to SDVS within 30 days of final disposition.
- Is the current per-unit fair market value *more than* $5,000? **SDVS Approval Required.**
  - An Equipment Disposition Request Form must be submitted to SDVS for approval at least 120 days prior to the proposed disposition date. Following receipt of the equipment disposition request, SDVS will review and make a determination whether the proposed equipment disposition is approved or disapproved within 60 days of the receipt of the equipment disposition request.
  - Per 2 CFR 200.313(e)(2), SDVS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by SDVS's original percentage share of the equipment.

Documentation showing how fair market value was determined shall be provided to SDVS upon request.
Record Retention (2 CFR 200.334(c)). All equipment records must be retained for three years after final disposition of the equipment.

Additional Resources/ References:

- 2 CFR § 200.334(c)
- 2 CFR § 200.313(3)(2)
- ***Appendix K: Equipment Disposition Request Form***

Reporting Requirements

Reporting Due Dates

Programs are required to track demographic and service information on clients served and matching funds. Programs are required to complete a Quarterly Performance Progress Report and submit via Managing Assistance for Victims' Services (MAVIS).

Quarterly Performance Reporting Period	State Fiscal Year Quarter	Federal Fiscal Year Quarter	Due Date
January 1 – March 31	3	2	April 15th
April 1 – June 30	4	3	July 15th
July 1 – September 30	1	4	October 15th
October 1 – December 31	2	1	January 15th

Programs receiving STOP and SASP are also required to complete an Annual Progress Report using a

reporting form from the Muskie Institute. It is suggested programs review the reporting requirements by going to the Muskie Institute website at http://muskie.usm.maine.edu/vawamei/ to review reporting requirements for STOP and SASP funds.

The STOP and SASP Annual Progress Reports are due to SDVS no later than March 15th, each year.

Additionally, programs are required to submit a Year-end Final Financial Report annually by July 15th. This report will be provided by the Victims' Services Programs near the end of the grant cycle.

Reporting Helpful Information

One of the biggest tools when assessing the services and efficiencies is outcome data. The importance of having consistent and clean data is crucial to identifying areas of need. How this can be achieved is by uniform reporting and management of files/cases. The following section is meant to provide guidance on how this can be achieved.

Assistance with compensation means the number of clients/individuals your organization has assisted with completing a compensation application. Count the number of people who have received any level of assistance with completing the victim compensation application during the reporting period, even if the application was not submitted. Simply providing the person with an application does NOT qualify as assistance. Each organization that receives VOCA funding must meet the following requirement:

> *"Help victims apply for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status."*

When counting the total number of individuals who received services during the reporting period, you should count all individuals served by your organization during that period. This number should be an UNDUPLICATED count of people served during the single reporting period, regardless of the number of services they received or the victimization types they presented.

When counting *new individuals*, they should only be counted the first time they receive services during that reporting period. So for the first reporting period of the grant cycle, ALL individuals should be counted as new. For the first reporting period of each fiscal year (October 1 – September 30), all people who received services should be counted as NEW to establish a baseline for the year.

Certain types of victimizations can be categorized in many ways. One example is the proper categorization of attempted murder. The proper categorization for attempted murder and other violent assaults should be reported as "Adult Physical Assault," which includes both simple and aggravated assaults. Aggravated assault includes assaults accompanied by the use of a weapon or by means likely to produce death or great bodily harm."

The list of victimization types to choose from does not include "teen sexual assault," but it does include "teen dating victimization." Teen victimizations not associated with dating qualify as child victimizations, as the definition of "child" includes all minors. Victimization that occurs within a teen dating relationship should be reported as "teen dating victimization."

If there are questions on reporting or reporting requirements, those should be directed to SDVS for further guidance. If technical questions on entering data into MAVIS, please refer to the MAVIS User Manual for additional clarification.

Additional References/ Resources:

- **Subgrantee Data Report – OVC Performance Measures (Revised May 2017)**

VOCA & FVPSA Required Information to Report

Individual Reporting	VOCA-Required	FVPSA-Required
# of individuals who received services during reporting period	X	X
Total number of anonymous contacts received during reporting period	X	
NEW individuals who received services for the FIRST-TIME during reporting period	X	
Self-Reported Race and/or Ethnicity Category	**VOCA-Required**	**FVPSA-Required**
American Indian or Alaska Native	X	X
Asian	X	X
Black or African American	X	X
Hispanic or Latino	X	X
Native Hawaiian or Other Pacific Islander	X	X
White Non-Latino or Caucasian	X	X
Some Other Race	X	X
Multiple Races	X	X
Not Reported	X	X
Not Tracked	X	X
Self-Reported Gender Identity	**VOCA-Required**	**FVPSA-Required**
Male	X	X
Female	X	X
Non-binary/third gender		
Transgender		X
Prefer not to say	X	X
Other	X	X
Self-Reported Age at the Time of Victimization	**VOCA-Required**	**FVPSA-Required**
Age 0-6		
Age 7-12		
Age 0-12	X	X
Unknown Child Age		X
Age 18-24	X	X
Age 25-59	X	X
Age 60 and older	X	X
Unknown Adult Age		X
Not Reported	X	X
Not Tracked	X	
Victimization Types	**VOCA-Required**	**FVPSA-Required**
Adult Physical Assault (includes Aggravated and Simple Assault)	X	X
Adult Sexual Assault	X	***NOT ALLOWED***
Adults Sexually Abused/Assaulted as Children	X	***NOT ALLOWED***
Arson	X	X
Bullying (Verbal, Cyber or Physical)	X	X
Burglary	X	X
Child Physical Abuse or Neglect	X	X
Child Pornography	X	***NOT ALLOWED***

Child Sexual Abuse/Assault	X	***NOT ALLOWED***
Domestic and/or Family Violence	X	X
DUI/DWI Incidents	X	X
Elder Abuse or Neglect	X	X
Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other	X	X
Human Trafficking: Labor	X	X
Human Trafficking: Sex	X	***NOT ALLOWED***
Identity Theft/Fraud/Financial Crime	X	X
Kidnapping (non-custodial)	X	X
Kidnapping (custodial)	X	X
Mass Violence (Domestic/International)	X	X
Other Vehicular Victimization (e.g., Hit and Run)	X	X
Robbery	X	X
Stalking/Harassment	X	X
Survivors of Homicide Victims	X	X
Teen Dating Victimization	X	X
Terrorism (Domestic/International)	X	X
Other	X	X
Of individuals who received services, it should be documented how many presented with more than one type of victimization during that reporting period	X	
Clients Served with Non-Shelter Services	**VOCA-Required**	**FVPSA-Required**
Children/Youth		X
Adults: (# of women, # of men # of non-specific)		X
Self-Reported Special Classifications of Individuals	**VOCA-Required**	**FVPSA-Required**
Deaf/Hard of Hearing	X	
Homeless	X	
Immigrants/Refugees/Asylum Seekers	X	
LGBTQ	X	X
Veterans	X	
Victims with Disabilities: Cognitive/Physical/Mental	X	
Victims with Limited English Proficiency	X	X
Other	X	X
Information & Referral	**VOCA-Required**	**FVPSA-Required**
Information about the criminal justice process	X	
Information about victim rights, how to obtain notifications, etc.	X	
Referral to other victim service programs	X	
Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	X	
Personal Advocacy/Accompaniment	**VOCA-Required**	**FVPSA-Required**
Victim advocacy/accompaniment to emergency medical care	X	X
Victim advocacy/accompaniment to medical forensic exam	X	
Law enforcement interview advocacy/accompaniment	X	
Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)	X	
Performance of medical or nonmedical forensic exam or interview or medical evidence collection	X	
Immigration assistance (e.g., special visas, continued	X	

presence application, and other immigration relief)		
Intervention with employer, creditor, landlord, or academic institution	X	
Child or dependent care assistance (includes coordination of services)	X	
Transportation assistance (includes coordination of services)	X	X
Interpreter services	X	
Number of children/youth receiving victim advocacy services		X
Number of adults receiving victim advocacy services		X
Emotional Support of Safety Services	**VOCA-Required**	**FVPSA-Required**
Crisis intervention (in-person, includes safety planning, etc.)	X	X
Hotline/crisis line counseling	X	X
Number of children/ youth receiving crisis intervention		X
On-scene crisis response (e.g., community crisis response)	X	
Individual counseling	X	X
Support groups (facilitated or peer)	X	X
Number of children/ youth receiving individual or group counseling/support group		X
Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)	X	
Emergency financial assistance (Includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and non-prophylactic meds, durable medical equipment, etc.)	X	
Shelter/Housing Services	**VOCA-Required**	**FVPSA-Required**
Emergency shelter or safe house	X	X
Shelter Nights	X	X
Unmet Requests for Shelter	X	X
Transitional housing	X	
Relocation assistance (Includes assistance with obtaining housing)	X	
Criminal/Civil Justice System Assistance	**VOCA-Required**	**FVPSA-Required**
Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)	X	
Victim impact statement assistance	X	
Assistance with restitution	X	
Civil legal assistance in obtaining protection or restraining order	X	
Civil legal assistance with family law issues (e.g., custody, visitation, or support)	X	
Other emergency justice-related assistance	X	
Immigration assistance (e.g., special visas, continued	X	
presence application and other immigration relief)		
Adults receiving criminal/civil legal advocacy		X
Community Education	**VOCA-Required**	**FVPSA-Required**
Adults/general population number or presentations		X
Adults/general population number of participants		X
Youth targeted number of presentations		X
Youth targeted number of participants		X
Miscellaneous Items	**VOCA-Required**	**FVPSA-Required**

Number of requests for services that were unmet because of organizational capacity issues.	X	
Does your organization formally survey clients for feedback on services received?	X	X
Number of surveys distributed (Includes but not limited to, those distributed by hand, mail or electronic methods)	X	X
Number of surveys completed	X	X
Types of survey completed: • Shelter survey • Support services and advocacy survey • Counseling survey • Support group survey		X
Narrative Questions	**VOCA-Required**	**FVPSA-Required**
For services supported in whole or in part by your FVPSA grant, share a story about a client (without sharing any personally identifying information), service or community initiative that could be shared with other stakeholders.		X
What does this grant allow you to do that you wouldn't be able to do without this funding?	X	X
Describe any efforts supported in whole or in part by this grant to meet the needs of underserved populations in your community, including populations underserved because of ethnic racial, cultural or language diversity, sexual orientation or gender identity or geographic isolation. Describe any ongoing challenges.	X	X
Describe significant prevention and outreach activities, supported in whole or in part by your FVPSA grant, during the program year.		X
Provide information on the evaluation of the effectiveness of your domestic violence programming.		X
Provide any additional information you would like us to know about your program (i.e., unmet needs of victims in your community, other funding sources used for programming or service trends that are emerging in your community)	X	X
Please explain why requests for services were unmet because of organizational capacity issues if applicable.	X	
Please discus some of the challenges your victim assistance program faced during the course of the federal fiscal year.	X	X
Please describe some of the services that victims needed by could not be provided. What were the challenges that prevented those services from being provided?	X	

FVPSA Outcome Data

Domestic violence programs should be collecting outcome information from their clients served. A manual and instructions from the Documenting Our Work Project are available online at the Outcomes webpage from the National Resource Center on Domestic Violence at http://nrcdv.org/FVPSAOutcomes. There are two mandated questions that must be asked of clients. Because of the services I received, I feel:

- I know more about community resources (yes or no).
- I know more ways to plan for my safety (yes or no).

Outcome information may be collected for each service – shelter, support services and advocacy, counseling and support group. However, at a minimum, FVPSA requests outcome information on shelter services from programs that provide shelter services.

For each service, count the number of surveys completed and the number of yes responses to each question. It is expected that the number of surveys completed would be the same for each, but there may be instances when it differs, e.g., a client doesn't answer one of the questions.

- I know more about community resources (Resource Outcome).
- I know more ways to plan for my safety (Safety Outcome).]

	Know more about community resources			Know more ways to plan for safety		
Survey Type	**Number of Surveys Completed**	**Number of Yes Responses to Resource Outcome**	**Percent Responses [auto-calc]**	**Number of Surveys Completed**	**Number of Yes Responses to Safety Outcome**	**Percent Responses [auto-calc]**
Shelter survey						
Support services and advocacy survey						
Counseling survey						
Support group survey						
TOTAL						

VOCA Reporting Helpful Hints

Correctly reporting statistics and numbers is one of the most important aspects of grant management. The reporting trends is what is analyzed to see what demographics may be missed with services or if there is an increase in certain violent crimes that victims are seeking services for. The following are helpful hints and tips to ensure that proper reporting is taking place during the grant cycle.

- Population Demographics
  - **Number of individuals who received services during the reporting period.** Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. Do NOT count anonymous contacts here. They should be reported in the following question.
  - **Total number of anonymous contacts received during the reporting period.** Count all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established.
  - **Of the number of individuals entered, how many were <u>NEW</u> individuals who received services from your agency <u>FOR THE FIRST TIME</u> during the period?** This number should be an unduplicated count of identified NEW clients served during a single reporting period, regardless of the number of services they received or the victimization types with which they presented. *For the first reporting period of your subaward, all individuals should be counted as new.*
  - Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. This data is used for statistical purposes to comply with Federal regulations.
    - American Indian or Alaska Native Asian
    - Black or African American Hispanic or Latino
    - Native Hawaiian or Other Pacific Islander White Non-Latino or Caucasian
    - Some Other Race Multiple Races Not Reported
    - Not Tracked

Of individuals who received services, it should be documented how many presented with more than one type of victimization during that reporting period

Drawdown Requests for Reimbursement

SDVS funds will be paid on a reimbursement basis. Requests for payment must be submitted through MAVIS and must include itemized breakdowns of expenses incurred to each grant and the funds being requested. Documentation of all expenses requesting reimbursement will be required; this includes copies of checks and bank statements to support the expense. Under no circumstances will funds be advanced. Drawdowns must be submitted to the State by the 20th day of the following month.

Additional References/ Resources:

- ***Appendix A: Grant Year Schedule***

Prorating Guidelines

The definition of p*rorate*:

- *To divide, distribute or assess proportionately; a proportional distribution.*

To determine the percentage to be used for prorating, this will be assessed at the estimated funding sources provided at the time of application. Organizations should estimate their total budget for the grant award period. Organizations must prorate items and services based on the value of the portion of the item/service that will be funded by a grant in relation to the item or service's total value. Prorating must be used when an item or service is not solely utilized by victims.

An example of how to determine prorate amounts is shown below:

Bill Amount		***$***	***600.00***
Income Source	**Awarded Amount**	**% of Budget**	**Total Reimbursement From Each Funding Source**
DASA	$ 5,000	2.9%	$ 17.65
FVPSA	$ 15,000	8.8%	$ 52.94
STOP	$ -	0.0%	$ -
VOCA	$ 85,000	50.0%	$ 300.00
SASP	$ -	0.0%	$ -
Unrestricted/Other	$ 65,000	38.2%	$ 229.41
TOTAL	**$ 170,000**		

For example, to determine an organization monthly rent amount that may be reimbursed by each funding source, we will use the table above. If the monthly rent for the shelter/office is $600, the below amounts may be charged or requested for reimbursement:

- DASA can pay for 2.9% or $17.65
- FVPSA can pay for 8.8% or $52.94
- VOCA can pay for 50% or $300.00
- Unrestricted/Other funding must pay for 38.2% or $229.41

Items that are used solely for victims' services allowable activities, such as shelter phone or crisis line, you may prorate only among Victims' Services funding and not have to utilize other/unrestricted funding. Other/unrestricted funding represents all funding received by the organization that is not Victims' Services funding. This includes fundraising income, United Way, ESG, Marriage/Divorce Fees, Private Funding, etc.

When prorating for SASP expenses, it must first be determined the amount of time an item or service is being utilized on sexual assault related services or on assisting sexual assault victims. Once that has been determined the amount can be prorated among all funding sources.

Rent and Operating costs which must be prorated to all funding sources include:

- Insurance;

- Benefits and Workman's Compensation Insurance costs;
    - must be prorated based on the amount of payroll expenses being allocated to each grant;
- Utilities such as electric, security, heat, propane, water, sewer and waste;
- Office supplies including stamps and copier fees;
- Facility rent;
- Shelter supplies such as cleaning supplies and toiletries;
- Minor repairs and maintenance;
- Telephone costs;
- Audit costs.

Note: Subrecipients may not use any SDVS grant funds to pay for items or services not included in the grant application. If a subrecipient needs or would like to use grant funds for items and/or services that were not originally included in the application for funding, they should contact SDVS. The following will then need to occur:

1. Provide SDVS with a letter on the subrecipient's agency letterhead. In this letter, the following should be provided:
    - Explanation of the grant adjustment being requested. This should be detailed out what the expense is, what funding source it is being requested from and a dollar amount. The need and use of the funds should be sufficiently described.
    - In this process, additional funding is not being requested but rather moving funding that was previously awarded. The subrecipient should explain what category and line item this funding is being moved from and where the requested funding transfer is being moved to within that award. It should also be explained why the originally applied for funding is not being utilized as it was previously budgeted/awarded for.
2. Complete a budget modification in MAVIS.
3. Once those steps have been completed *and approved* by SDVS, the subrecipient will be able to expend the funding and request reimbursement for the expense.

Additional Prorating Examples

Prorating for shelter supplies, utilities, audit costs, rent, and landline phone costs.
Using Table 1 below as an example, divide the income from each funding source by the total income to determine the prorated percent of income from each source.

For instance, the $20,000 for FVPSA income, divided by the total budget amount of $120,000, equals 16.7% (round up to the nearest tenth for percentages). The examples below provide additional information to help agencies understand how to prorate expanses correctly. Dollar amounts should be rounded up or down to the nearest whole dollar (≤.4 round down; ≥.5 round up).

If you are having difficulty prorating, please reach out to SDVS to acquire the Prorate Calculator to assist with this process. This resource will be utilized in the following examples.

Table 1 – For use in examples 1 – 3 below

Agency Funding Sources	Total Income from Funding Sources	Percentage of Total Income from Funding Sources
United Way	$10,000	8.3%
ESG	$20,000	16.7%
Other Funds	$20,000	16.7%
VOCA	$25,000	20.8%
FVPSA	$20,000	16.7%
STOP/VAWA	$10,000	8.3%
SASP	$10,000	8.3%
DASA	$5,000	4.2%

Total	**$120,000**	**100%**

Example #1: Rent and Operating Costs – Facility Rent
If the total expense of facility rent for the grant project period is $7,000, at a maximum, how much can SDVS grants could pay for of the total $7,000?

SDVS Grant	Manually Calculation	Using Prorate Calculator (Excel)
VOCA	$7,000 x 0.208 = $1,456	$1,458.33
FVPSA	$7,000 x 0.167 = $1,169	$1,166.67
STOP/VAWA	$7,000 x 0.083 = $581	$583.33
SASP	$7,000 x 0.083 = $581	$583.33
DASA	$7,000 x 0.042 = $294	$291.67
Total SDVS Reimbursement	***$4,081***	***$4,083.33***

It is also important to note that if you are doing this process manually in taking each individual grant program by the percentage of income that represents in the budget, you might receive a slightly different amount than the Prorate Calculator. This is due to the rounding decimal points within the formula and just something to be aware of.

Only portions of the expenses funded through the SDVS grants can be prorated to the SDVS grants. For example, if an organization has an "umbrella program," but uses SDVS grants to pay for only the shelter services of that program, then the organization would need to determine the utility expenses related to only to the shelter services and prorate those expenses across SDVS grant funding sources and any other sources used.

Example #2: Repair, Replacement, and Renovation Costs
If total repair, replacement, and/or renovation cost were $2,500, at a maximum, VOCA funds could pay for **$520** of the total $2,500

- **VOCA** would cover $2,500 x 20.8%= **$520**
- **FVPSA** cannot be used to pay for repair, replacement, and/or renovation costs $0
- **STOP/VAWA** cannot be used to pay for repair, replacement, and/or renovation costs = $0
- **SASP** cannot be used to pay for repair, replacement, and/or renovation costs = $0
- **DASA** cannot be used to pay for repair, replacement, and/or renovation costs = $0

Repair, replacement and renovation costs are allowable only under the VOCA grant.

Table 2 – For use in Example #3 below

Agency Funding Sources	Agency Jan-June Salary Expenses	Percentage of Total Income from Funding Sources
Other Funds	$20,000	36.4%
VOCA	$13,000	23.6%
FVPSA	$10,000	18.2%
STOP/VAWA	$6,000	10.9%
SASP	$2,000	3.6%
DASA	$4,000	7.3%
Total	$55,000	100%

Example #3: Prorating for Workman's Compensation Insurance and Payroll Expenses
Current payments for Workman's Compensation must be based on prior payroll. The organization must determine all payroll expenses for the timeframe in which Workman's Compensation Insurance is paid. For

instance, if Workman's Compensation is paid annually, proration should be based on the last 12 months of payroll; if paid bi-annually, proration should be based on the last six months of payroll; if paid quarterly, proration should be based on the last three months of payroll; and if paid monthly, proration should be based on the last month of payroll. Divide payroll expenses from each funding source by the total payroll expenses to determine the prorated percentage for each income source.

Table 3 – For use in Example #4 below

SDVS Funding Sources	SDVS Income from Funding Sources	Percentage of Total Income from Funding Sources
VOCA	$25,000	41.7%
FVPSA	$20,000	33.3%
STOP/VAWA	$10,000	16.7%
SASP	$0	0.0%
DASA	$5,000	8.3%
Total	**$60,000**	**100.0%**

Example #4: Crisis line costs for organizations *without* SASP funds
Crisis line costs are prorated a bit differently than other costs; they may be prorated only among SDVS funding. Organizations may not include other funding sources in the prorating calculations for crisis line expenses. If total crisis line costs were $5,000 for one month, at a maximum, SDVS grants could pay for $5,000 of the total $5,000.

SDVS Grant	Manually Calculation	Using Prorate Calculator (Excel)
VOCA	$5,000 x 0.417 = $2,085	$2,083.33
FVPSA	$5,000 x 0.333 = $1,665	$1,666.67
STOP/VAWA	$5,000 x 0.167 = $835	$833.33
DASA	$5,000 x 0.083 = $415	$416.67
Total SDVS Reimbursement	***$5,000***	***$5,000***

Table 4 – For use in Example #5 below

Example #5: Crisis line costs for organizations *with* SASP funds
Crisis line costs for organizations with SASP funds must first account for the proportion of sexual assault calls received in relation to all calls received. For example, an organization receives 200 crisis calls per month, and five of those calls are related to sexual assault. Using the information in Table 4 above, and assuming the crisis line costs are $5,000 for one month:

- Divide the total sexual assault related calls by the total number of calls for the month (5÷200 = 0.025 or 2.5%).
- SASP can be used to pay for 2.5% of the crisis line costs for the month, which equals $125 ($5,000 x 2.5% = $125).
- Subtract the amount that can be allocated to SASP from the total crisis line expenses for the month ($5,000 - $125 = $4,875) and determine the amount that can be allocated by grant to the remaining monthly cost of $4,875.
    - **SASP** would cover $5,000 x 2.5% = **$125**
    - At a maximum, other SDVS grants could pay for **$4,875** of the remaining $4,875. Use Table 3 above for the prorate percentage allocation.

SDVS Grant	Manually Calculation	Using Prorate Calculator (Excel)
VOCA	$4,875 x 0.417 = $2,032.88	$2,031.25
FVPSA	$4,875 x 0.333 = $1,623.38	$1,625.00
STOP/VAWA	$4,875 x 0.167 = $814.13	$812.50

DASA	$4,875 x 0.083 = $404.63	$406.25

Direct Service Time

Direct services or services to victims of crime means those services described in in 34 USC 20103(d) and efforts that:

1) Respond to the emotional, psychological, or physical needs of crime victims;
2) Assist victims to stabilize their lives after victimization;
3) Assist victims to understand and participate in the criminal justice system; or
4) Restore a measure of security and safety for the victim.

Direct services which funds may be used include, but are not limited to, the following:

1) **Immediate emotional, psychological, and physical health and safety** – services that respond to the immediate needs (other than medical care, except as allowed, but not limited to):
   a. Crisis intervention services;
   b. Accompanying victims to hospitals for medical examinations;
   c. Hotline counseling;
   d. Safety planning;
   e. Emergency food, shelter, clothing, and transportation;
   f. Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety;
   g. Costs of the following on an emergency basis (i.e., when the State's compensation program, the victim's or (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime);
   h. Emergency legal assistance, such as for filing for restraining or protective orders and obtaining emergency custody orders and visitation rights.
2) **Personal advocacy and emotional support – including but not limited to:**
   a. Working with a victim to assess the impact of the crime;
   b. Identification of victim's needs;
   c. Case management;
   d. Management of practical problems created by the victimization;
   e. Identification of resources available to the victim;
   f. Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and
   g. Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga);
3) **Mental health counseling and care;**
4) **Peer support including but not limited to:**
   a. Activities that provide opportunities for victims to meet other victims;
   b. Share experiences; and
   c. Provide self-help, information and emotional support.
5) **Facilitation of participation in criminal justice and other public proceedings arising from the crime:**
   a. Payment of costs that help victims participate in the criminal justice system and other public proceedings arising from the crime;
   b. Juvenile justice hearings;
   c. Civil commitment proceedings;
   d. Advocacy on behalf of the victim;
   e. Accompanying a victim to offices and court;
   f. Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding;
   g. Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;
   h. Providing childcare and respite care to enable a victim who is a caregiver to attend activities related to the proceeding;
   i. Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition,

incarceration, and parole hearings);
   j. Assistance with Victim Impact Statements;
   k. Assistance in recovering property that was retained as evidence; and
   l. Assistance with restitution advocacy on behalf of crime victims.

6) **Legal assistance** – including, but not limited to:
   a. Those other than criminal defense that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;
   b. Motions to vacate or expunge a conviction, or similar actions where the jurisdiction permits such a legal action based on a person's being a crime victim; and
   c. Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.
7) **Forensic medical evidence collection examinations;**
8) **Forensic interviews with certain parameters;**
9) **Transportation of victims to receive services and participate in criminal justice proceedings;**
10) **Public awareness** including, but not limited to:
   a. Development of presentation materials, brochures, newspaper notices, and public services announcements in schools, community centers and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
11) **Transitional housing, subject to restrictions;**
12) **Relocation;**
13) **Coordination of activities** that facilitate the provision of direct services include but are not limited to:
   a. State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims and other such programs, and salaries and expenses of such coordinators;
   b. Supervision of direct service providers;
   c. Multi-system, interagency, multi-disciplinary response to crime victim needs;
   d. Contracts for professional services;
   e. Automated systems and technology.

Determining Direct Service Time

It is required that all individuals paid with SDVS funds, utilize timesheets to verify how time is spent. Only direct service time and hours spent on grant specific requirements are eligible for reimbursement from VOCA, FVPSA, STOP and SASP. Organizations should have employees maintain and complete timesheets and/or time logs documenting how time is spent. This needs to be completed by and signed by the employee then reviewed by a supervisor or superior who is familiar with the employee's activities. An example of a timesheet can be found at: ***SAMPLE - Timesheet.***

Direct Service Time Example:

An employee worked 40 hours with 29.5 of the hours being direct service hours. To figure how much of the salary is eligible to be reimbursed by federal funds, you should determine the percentage of hours worked that were direct service. To do this, you would take the direct service hours divided by total hours worked.

29.5 direct service hours ÷ 40 total hours worked = 0.7375 or 73.75% of time was direct service

For further clarification or questions, please contact SDVS.

Furniture and Equipment Expenses

Furniture and equipment expenses must be prorated based on the estimated amount of time the furniture and equipment will be used for direct services to victims or for victim-related activities.

- If applying to use SASP funding for furniture and/or equipment, the agency also must consider the amount of time the furniture and equipment will be used for direct services specifically to victims of sexual assault.

For example, an organization purchases a $900 computer for a Advocate/Sexual Assault Advocate. The Advocate spends approximately 5% of their time working on fundraising, 7% on administrative duties, 20% with sexual assault victims, and 68%with domestic violence victims.

The agency cannot charge any of the fundraising time (5%) to Victims' Services grants.
The agency may charge $63 to DASA for administrative duties ($900 x 7% = $63); no other Victims' Services grants can be used to pay for administrative costs.
The agency may charge $180 for time spent with sexual assault victims to either SASP, VOCA, and/or DASA ($900 x 20% = $180).
The agency may charge $612 for time spent with domestic violence victims to either VOCA, FVPSA, and/or DASA ($900 x 68% = $612). These costs may not be charged to SASP.

The STOP/VAWA grant cannot be used to purchase the computer; STOP/VAWA does not include furniture and equipment as allowable expenses.

Organizations are required to complete and submit a Furniture and Equipment form for all furniture and equipment purchased with SDVS funds for single items equal to or above $5,000 in purchase price, appliances or technology-related. This form should be provided to SDVS at the same time as the corresponding drawdown request for reimbursement is submitted.

Additional References/ Resources:

- ***Appendix F: SDVS Equipment/Furniture Request Form***
- ***Appendix K: Equipment Disposition Request Form***
- ***SAMPLE - Timesheet***

Core Services

Crisis Referral & Telephone Services

REQUIRED

- ☐ Crisis telephone and referral services must be available 24 hours per day, seven days per week.
- ☐ Crisis line must be toll-free or capable of receiving collect calls.
- ☐ The line is answered only by individuals trained to provide immediate assistance.
- ☐ The line is not answered by an answering machine, prompting device or voicemail system.
- ☐ The number for the crisis line is listed in the telephone director for the organization's service area and is printed on any informational material distributed by the organization.
- ☐ The administrative phone when not answered, must clearly direct callers to the crisis line.
- ☐ Organizations that utilize professional answering services, switchboard operators or any other answering system must have signed confidentiality agreements on file.

Additional Recommendations:

- It is recommended that one consistent crisis line number be advertised.
- The crisis line is equipped with a rollover line or similar mechanism to ensure callers do not receive a busy signal.

Shelter Availability

REQUIRED

- ☐ Shelter must be available 24 hours per day, seven days per week.
- ☐ There must be an advocate able to meet with a client to check them into the shelter within a reasonable amount of time of the client requesting shelter.

Community Education

REQUIRED

- ☐ Each organization shall have a written policy relating to Community Education.
- ☐ Must include methods to promote understanding, collaboration, and assistance from other agencies and community organizations. The policy must define the methods the organization will use to promote understanding, collaboration and assistance from other agencies, programs and community organizations.
- ☐ Policy must define how the organization plans to publicize the availability of services within the entire service area including methods of publicizing to underserved populations. (If the organization serves multiple counties, the policy should include the methods by which all covered counties are reached.)
- ☐ The policy must reflect the schedule for preventive and education programs, as well as for publicizing service availability to comply with the requirement of SDCL 25-10-28 that prevention and education programs are periodically available to the local community.

If the organization creates a plan to provide community education on an established schedule, through strategic planning or through another method, the document could be referenced in the policy, rather than repeating the entire plan in the policy.

Additional Recommendations:

- Activities such as participating in multidisciplinary meetings or inter- agency groups that are sensitive to and responsive to the needs of victims; participating in community events and health fairs; speaking to groups about the organization and mission, as well as about domestic violence and sexual assault; and collaborating with other agencies to provide more effective services.
- The policy may include the "groups" the organization will seek out on an annual basis to offer professional training opportunities and community awareness activities.
- Does the organization have an evaluation process in place to measure the impact of education programs, professional trainings, and community awareness activities and outreach activities? An example would be an evaluation completed by the attendees. If yes, the organization may want to include this in the policy, as well as information in the process (i.e., who reviews them).
- Does the organization require staff to record the activities they participate in? If yes, the organization may want to include in the policy what is required to be tracked and how. (Example: Staff who have provided a community education presentation, professional training or community awareness activity, must provide a report to the Director at the end of each month which includes the topic, audience, number in attendance, and duration. (Please note, organizations funded with Victims' Services funds are required to report this information on a quarterly basis in MAVIS.)
    - Some common forms of service publication include a organization website; Facebook; distributing brochures; telephone books; radio and television public service announcements; newspaper ads; flyers; posters; and newsletters.

Additional References/ Resources:

- ARSD 67:56:01 General Provisions

Types of Victim Advocacy Services Available

REQUIRED

- ☐ Program must ensure the advocacy and services provided are victim centered.

Confidentiality of Information and Restrictions

REQUIRED

- ☐ Confidentiality of identity, location, records, and information pertaining to any person whom

services are being or were provided.

Additional References/ Resources:

- ***Confidentiality***

Shelter Services

Established Shelter House Rules

REQUIRED

- ☐ Organization must have established Shelter House Rules.
- ☐ Must notify clients of smoke-free, drug-free and violence-free environment.
- ☐ Must notify clients of the safety and security measures expected to follow while in the shelter.
- ☐ Shelter House Rules must be provided to the sheltered residents at the time of check-in/in-take.

Additional References/ Resources:

- ***Safety & Security Standards & Procedures***

Shelter House Orientation Policies

REQUIRED

- ☐ Policy must include an explanation of the process that advocates must take when orienting a client to the shelter.
- ☐ Forms clients are required to receive at check-in/in-take as well as which forms require a signature from the client.
- ☐ Use of the phone and how to contact an advocate after hours.
- ☐ Tour of the shelter, including exit doors, fire alarms and other safety measures.
- ☐ Explaining of any other rules of the shelter. Does the organization require a verbal explanation of any of the rules?
- ☐ Each organization must establish and follow a policy stating shelter services shall be provided to eligible individuals in all available settings within the organization's service area.

Additional Recommendations:

- If the organization has a checklist which is completed with the clients at check-in, the policy could make a reference to the checklist and state how the checklist will be completed. For example, client and advocate sign and date the orientation checklist.
- Explaining the process for requesting/using personal items and food

Motel/Hotel Shelter Services Requirements

REQUIRED

- ☐ Any organization that uses a hotel/motel for shelter **MUST** have a signed agreement with the hotel/motel prior to using the hotel/motel. A standard form must be on file at the organization. This form will be reviewed during annual reviews by Victims' Services. This agreement must:
  - Specifically notify the hotel/motel that the client is there for their safety;
  - Confirm the hotel/motel will keep confidential any information about the client including their name;
  - Be signed by the hotel/motel manager or owner. If the organization uses a particular hotel/motel on a frequent basis, then the agreement may be signed annually, rather than each time a client is sheltered.
- ☐ Additionally, the organization must ensure the client in a hotel/motel has access to all core services, including daily contact with an advocate.

- ☐ The organization is responsible for ensuring the hotel/motel is a safe environment for providing shelter services.

Additional References/ Resources:

- ***SAMPLE - Hotel/Motel Agreement***

Private Home Use for Shelter Policy & Requirements

REQUIRED

- ☐ Have a signed agreement with the private homeowner. The agreement must outline the safety and confidentiality requirements and responsibilities of the private home provider and all of the residents of the home. If a private home is used, the agreement must be given to the Victims' Services Program for review prior to using the private home.
- ☐ Complete a background check on all individuals living in the home, which confirms that no individual living in the household has had a conviction for a crime that would indicate harmful behavior towards children, a crime of violence as defined by SDCL 22-1-2, a sex crime pursuant to SDCL chapters 22-22 or 22- 24A or SDCL 22-22A-3, or within the preceding five years, a conviction for any other felony.
- ☐ Provide the Victims' Services Program with proof of insurance covering the home.
- ☐ Have written training requirements for safe home providers. These requirements must meet the minimum safety and confidentiality requirements for a new program employee. Organizations must have documentation of the training completed by the safe home provider(s).
- ☐ Ensure the client in a private home has access to all core services provided by the organization including daily contact with an advocate.
- ☐ Perform an assessment of the safe home prior to use and monitor the home during use. Documentation of this assessment must be on file.

Additional References/ Resources:

- ARSD 67:56:01:03 Requirements for shelter services

Client Rights and Responsibilities

Clients are Informed of Rights and Provided Policy

REQUIRED

- ☐ Each individual is informed of client rights and responsibilities and is provided a copy in an accessible format during the intake process.
- ☐ Organizations with a high population of clients who are not English speaking, must have a copy of Rights and Responsibilities statements in a format other than English.
- ☐ All organizations must have a written plan in place as to how they will provide a copy in an accessible format to clients who do not speak English proficiently.

Client Rights and Non-Discrimination

REQUIRED

- ☐ Each individual has a right to receive services in a manner which is client centered and non-discriminatory.
- ☐ Organizations should review the ways in which they provide services to ensure the services are client centered and non-discriminatory.

Additional References/ Resources:

- ***Non-Discrimination/ Non-Harassment Policy (Clients)***
- ***Notify Clients of How & Where to File Complaint***
- ***Grievance Policy***

- ARSD 67:56:01:05 Program policy requirements

Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)

REQUIRED

- ☐ Organizations should have policies and procedures in place to respond to a data breach.
- ☐ Procedure should require organizations to notify SDVS of any breaches of PII, who, in turn will need to notify appropriate federal entities.

Additional Recommendations:

- Does the organization notify clients of the possibility of their PII being breached?
- Who is notified of possible breach?
- How long is this monitored?
- What is done to correct the issue?

Additional References/ Resources:

- FY 2020 General Terms and Conditions
- Preparing for and Responding to a Breach of Identifiable Information
- Data Breaches & Victim Service Providers: Considerations for Developing Effective Policies

Non-Discrimination/ Non-Harassment Policy (Clients)

Protected Classes Against Discrimination

REQUIRED

- ☐ At a minimum, the policy must include non-discrimination in the provision of services to the classes of age, disability and/or handicap, sex, gender identity (or expression), sexual orientation, race, color, national origin and religion.

Notify Clients of How & Where to File Complaint

REQUIRED

- ☐ The policy must notify clients of who to file a complaint with, should they feel they have been discriminated against. Please note this only applies to entities receiving Department of Justice grants such as VOCA, STOP and SASP.
    - The policy must inform clients they can file a discrimination complaint with the Department of Public Safety, Victims' Services Programs, 118 West Capitol Avenue. Pierre, SD 57501. Phone (605)773-5884. Email: VictimsServices@state.sd.us
    - The policy must inform clients they can file a discrimination complaint with the Office of Justice Programs
        - Office for Civil Rights 810
          Seventh Street NW
          Washington, DC 20531
          Phone (202)307-0690
        - Clients can also file a complaint using the URL below for the Office for Civil Rights complaint forms below:
            - https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint
    - The non-discrimination policy must be given to all clients at intake.
- ☐ Procedures that ensure reasonable services and/or accommodations to individuals in a non-discriminatory way. Examples would be for elderly, diverse cultural backgrounds, persons with mental or physical disabilities, hard of hearing or male victims.

Additional References/ Resources:

- SDVS Non-Discrimination and Complaint Procedures

- Written Statement of Concern/ Complaint with Grant Programs (Microsoft Word document)
- Written Statement of Concern/ Complaint with Grant Programs (PDF document)

Limited English Proficiency (LEP) Policy

REQUIRED

Programs must have a written LEP Policy which includes:

- ☐ A process for identifying LEP persons who need language assistance.
- ☐ Information about the language assistance available.
- ☐ How staff will be trained on LEP.
- ☐ Notice to LEP clients that the language services are provided free of charge. (Examples would include posting signs in Intake area, stating in outreach material documents that language services are available, issuing notice in non- English media, distributing notices at schools and houses of worship.)
- ☐ Steps taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP).
- ☐ In addition to having a non-discrimination policy and Limited English Proficiency (LEP) Policy, the program must ensure they have procedures in place which ensure reasonable services and/or accommodations to individuals in a non- discriminating way. Examples could include:
    - Elderly;
    - Diverse cultural backgrounds;
    - Persons with physical or mental disabilities;
    - Including hard of hearing;
    - Male victims.
    - This would include having materials and equipment available to reduce barriers and assist individuals with special needs such as TTY/TTD for persons who are deaf or hard of hearing and Braille or larger print for partially sighted or blind persons.

Additional Recommendations:

- Continual monitoring and updating of the LEP Policy for changes as needed.
- The LEP Policy does not need to be located within the Non-Discrimination Policy; however, the organization must have a written LEP Policy. The LEP Policy does not need to be given to all clients.
- For more information about LEP Policy and requirements, please go to
    - U.S. Dept. of Justice Office of Justice Programs Online Civil Rights Training
    - Limited English Proficiency (LEP)
- I speak cards can be obtained for free at http://lep.gov/IspeakCards2004.pdf

Grievance Policy

REQUIRED

Organizations must have a written policy regarding grievance procedures for clients.

- ☐ Explanation of what types of matters are grievable.
    - Breach of confidentiality;
    - Discrimination in the provision of services;
    - Harassment and bullying must be included but others may be added as well.
- ☐ Clients should receive a copy of the Grievance Policy at in-take.
- ☐ Clients should also be made aware they have the ability to alert Victims' Services Program to any grievances and not only file internally at the shelter.
    - Program must have written policies and procedures in place to respond in the event of an actual or imminent "breach" of personally identifiable information (PII).
    - Procedures must include a requirement to report actual or imminent breach of PII to Victims' Services who will report to the Office of Justice Programs no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Additional Recommendations:

- Organizations may also want to post these within the facility at an accessible place.
- It is recommended that the Director not be the final step in grievances and that clients have the option to grieve to the Board of Directors, should they not be satisfied with the Director's response.

Additional References/ Resources:

- ***Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)***
- ARSD 67:56:01:06

Confidentiality

Define What is Confidential Information

REQUIRED

The organization should define confidential information as it pertains to clients served, records of the clients, and program/administrative records which your organization defines as confidential records (such as personnel files, etc.)

- ☐ The program must comply with state and federal confidentiality laws, including the confidentiality provisions included in the VAWA Act. Policy must be consistent with the provisions in the VAWA in both prosecution and victim advocate matters. The policy should protect victim specific information other than what is discoverable through prosecution-related activities. ***(If applicable)***
- ☐ Consequences for violating the Confidentiality Policy.

Additional Recommendation:

- ARSD 67:56:01:01 defines "Confidential information," as any written, oral, or electronic communication between a person seeking or receiving services and an advocate; any records or written, oral, or electronic information identifying an individual seeking or receiving services; and any information relating to services provided to an individual including the location of services. Your organization should refer to this definition when creating your organization's definition.

Additional References/ Resources:

- ***Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)***
- Agency's Use of Technology: Best Practices & Policies Toolkit
- Technology Safety & Privacy: A Toolkit for Survivors
- Data Breaches & Victim Service Providers: Considerations for Developing Effective Policies

Limits to Rights on Confidentiality

REQUIRED

- ☐ Policy must include notification that the organization staff and volunteers are required by law to report suspected child abuse and neglect (SDCL 26-8A), as well as the abuse and neglect of an elder or adult with disabilities (SDCL 22-46).Note, for the purposes of this law, South Dakota defines an elder as an individual aged 65 and older.
- ☐ No information beyond what is required under state law, to be in compliance with mandatory reporting, can be provided without a properly executed written Release of Information from the victim.
- ☐ Notification that the organization is required to comply with state and federal laws, as well as court orders.

- Does your organization have a plan in place if someone wants to serve a subpoena/court order or if law enforcement requests information or records?

☐ Notification of other instances which may limit a client's right to confidentiality. This may include, if the organization knows, or has reason to believe, there is a potential suicidal behavior or threat to harm others that is likely to result in clear, imminent risk of serious physical injury or death to the client or another person.

Additional References/ Resources:

- ***Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)***

Release of Client Information

REQUIRED

☐ Policy must clearly state the organization may not reveal client's personally identifying information (PII) without informed, written, reasonable time-limited consent by the person about whom information is sought.

☐ The Release of Information documented signed by the client must include:

- Identify the individual or entity to which the information is being released. The organization must receive a separate Release of Information for each individual or entity to who the client requests information be released;
- Specify the information to be released;
- Specify the purpose of releasing the information;
- Specify the timeframe in which information may be released; (Timeframe should be for the limited time necessary to meet the client's needs. Timeframe should be selected by the client)
- Be signed and dated by the client and/or the client's legal guardian;
- Be signed and dated by an Advocate;
- Provide that the client may terminate the release at any time;
- Provide that the client's signing the Release if voluntary; and
- Provide notification that information released by fax or email may not be secure.

For more information about Releases of Information, as well as a sample VAWA compliant Release of Information Form (in English or Spanish) visit www.nnedv.org and click on "Resources," and then "Technology and Confidentiality Resources Toolkits," and "Template," or search Release of Information on the NNEDV site.

Additional References/ Resources:

- ***Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)***
- NNEDV Template Client Limited Release of Information Form

Provisions of Confidential Records

REQUIRED

Provisions addressing access, security and destruction of confidential records:

☐ Who has access to client records? This would include information regarding client having access to their own records.

☐ Where records are kept, ensuring they are secure. (Example: locked file cabinets). Are records protected from fire or other damage?

☐ How records are destroyed, who can destroy them and when they can be destroyed?

- Example: Shredded by (individual's name/title) once authorized by the Executive Director and after they have passed the time stated in the program's records retention policy

Additional References/ Resources:

- ***Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)***

Grievance Procedures to Address Breach

REQUIRED

Grievance procedures to address any violations of confidentiality:

- ☐ Confidentiality policy must include the process for filing a grievance, should a client feel information has been improperly shared, or the policy must state how the client may access the grievance policy.

Additional References/ Resources:

- ***Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)***
- NNEDV Template Grievance Procedure
- SDVS Non-Discrimination and Complaint Procedures
- Written Statement of Concern/ Complaint with Grant Programs (Microsoft Word document)
- Written Statement of Concern/ Complaint with Grant Programs (PDF document)
- Data Breaches & Victim Service Providers: Considerations for Developing Effective Policies

Notification to Clients of Visitors

REQUIRED

Provisions ensuring notification to clients when an outside service provider or visitor will be present include:

- ☐ The procedures used to notify clients when an outside service provider or visitor will be present must be stated in the policy. Additionally, clients must be allowed to remove themselves from the area where the service provider or visitor will be.
  - Example of notice could include: Clients will be notified in person by a staff member that an outside service provider is expected to visit the facility on "X" date and at "X" time.
    - Staff will explain the purpose of the outside service provider's visit, as well as notify the client they are welcome to remove themselves from the area the service provider will be present in.
    - Clients who cannot be reached in person, program will need to define alternative notification method.

Client Rights to Confidentiality

REQUIRED

A requirement that information regarding each client's right to confidentiality and the need to protect that confidentiality is provided to each client, organization staff member, volunteer, outside service provider and visitors.

- ☐ The policy must state how the information regarding each client's right to confidentiality and the need to protect that confidentiality is provided to each group. The information must be shared both verbally and in a written form.
  - Example: The how could be that all visitors and outside service providers will sign a Visitor's Confidentiality Log prior to working at or entering an area of the facility in which clients may be present. All staff and volunteers will sign the organization's Confidentiality Statement for Advocates/Employees prior to beginning any work at the facility and all clients will sign a Confidentiality Form at in-take.
- ☐ The organization must have procedures in place which support the policy. This would include any forms given to or signed by clients, organization staff, and volunteers, outside service providers or visitors. As defined in the above example, in most cases the procedures will differ for each group of individuals.
  - Example: Maintenance personnel may be required to sign a form stating they agree they will keep confidential any persons they may see while working at the shelter, as well as any shelter operations they become aware of; however, organization staff may receive more of a comprehensive form.
- ☐ The information given to each client must not only notify them of their rights to confidentiality,

but also the rights to confidentiality for other organization participants/clients they may see while at the facility. If the organization has a requirement of clients, staff, volunteers, outside service providers and visitors are to protect the organization location, this should be included in the notification.

- ☐ Clients must be given a copy of the organization's Confidentiality policy at in- take.
- ☐ If the organization has consequences for violations of the Confidentiality Policy, these must also be included in the policy.
- ☐ Anytime security or surveillance videos are used, survivors or anyone entering your facility must be informed they are being recorded. This must be done through visible signs that state the security camera is in use.
- ☐ Confidential information includes any personally identifying information (PII) collected in connection with services requested. This includes:
  - Demographic;
  - Personally Identifying Information (PII), which includes any individual information such as a date of birth;
  - Racial or ethnic background;
  - Religious affiliation that individually or in combination with any other non- personally identifying information would serve to identify any individual.

Additional Recommendations:

- If a visitor will be in an area of the facility in which no clients are present, such as a person comes to drop off donations at the administrative office, then the visitor does not need to be made aware of the client's right to confidentiality; however, the organization may want to consider hanging a sign in these areas, in case a client would present themselves while the visitor is there.
- Please note that a posted sign should not be used as the only method to notify those individuals you know will be in contact with clients or inside the shelter.
- It is recommended to have Board Members sign the Confidentiality Agreement that organization employees sign.

Additional References/ Resources:

- ARSD 67:56:01:05
- Confidentiality: VAWA & FVPSA
- FAQs on the VAWA Confidentiality Provision
- Data Breaches & Victim Service Providers: Considerations for Developing Effective Policies

Client Services (Non-Shelter Support & Shelter Services)

In-Take & Referral Procedure Requirements

REQUIRED

Organizations must make clear what the definition of "in-take" is. For example, does your organization define "in-take" as each time an individual comes into the organization, once each month, once each quarter or annually? When defining in-take, the organization must not go over a one-year period.

- ☐ The forms Advocates are to complete at in-take: telephone in-take; in-person in- take and Shelter check-in:
  - An in-take form must be completed at in-take. The in-take form must have a place to track all of the information which is collected in the MAVIS system.
- ☐ The Victims' Services Program also requires all services to be tracked. It is common for other forms to be completed in in-take. The forms your organization requires at in-take must be included in the policy.
- ☐ Within the MAVIS system, one (1) intake date must be provided for each client the first time they are seen within the federal fiscal year (FFY) to have the system properly report on client data.

- ☐ The process Advocates use to explain the available services at in-take.
- ☐ Explain the forms clients seen in-person are to receive at in-take, as well as which forms (if any) require a signature from the client.
- ☐ The referral process of when and to whom.

Additional Recommendations:

Factors to consider when creating a referral policy are:

- What does the organization do if a client requests shelter, but the facility is at full capacity? Is a referral made at this point?
- How are out of service area referrals handled?
- What does the organization do if a client requests services but is not eligible?
- What does the organization do if a client requests services that are not provided by the program (legal services, counseling services, food bank, etc.?)
- Does the organization maintain an updated list of service providers and their contact information?

Eligibility to Receive Services

REQUIRED

The organization's service area must be defined in policy. This may be located in eligibility policy or in a separate policy.

- ☐ The policy must define the organization's eligibility standards for sheltered clients and non-sheltered clients, and any criteria for denial of services.
- ☐ Eligibility standards must ensure males and women with male teenage sons are offered services in the same manner as females.
- ☐ Eligibility standards must ensure individuals with disabilities are offered services in the same manner as those without disabilities. If the shelter or office is not ADA accessible, what does the agency do?
- ☐ Eligibility standards cannot mandate participation in services, nor charge a fee for any core services. None of the organization's policies can mandate participation in any program services; this includes but is not limited to attending support groups and participating in benefit programs.
    - VOCA Final Rule §94.119
    - FVPSA Final Rule Page 76447
- ☐ Organizations are prohibited from applying inappropriate screening mechanisms, such as criminal background checks or sobriety requirements to receive services.

Additional Recommendations:

- Does the individual need to be a victim of domestic violence, sexual assault, and stalking and/or child abuse? If yes, does the organization serve primary and secondary victims? If no, what times of victimization does the individual need to have in order to be served by the organization?
- Are there circumstances in which an individual would be denied services? If yes, are their guidelines for staff to facilitate accessing other resources/services?
    - Example: Could include harm to self or others or have emergency medical needs which could be a danger to self.
- Is there a timeframe in which the victimization must have occurred for shelter services? For non-shelter services?
- Does the client need to be from the service area to receive shelter or support services?
- Does the client need to be over the age of 17 or accompanied by a parent or legal guardian over the age of 17 or legally emancipated to be sheltered or to receive support services? *Note: Under South Dakota state law, victim advocates are required to report child abuse and neglect for anyone under the age of 18.*

- Does the organization allow family pets to be sheltered at the facility? If yes, are there limits to this? If no, are there other options for the pet?
- Does the organization have an agreement with a pet kennel or shelter to assist with housing pets of clients that are displaced?

Conflicts of Interest

REQUIRED

- ☐ The policy must define what the organization considers a "Conflict of Interest."
  - Example definition: A conflict of interest occurs when the interest of an organization staff or advocate potentially has a negative effect on the program, client or the provision of services.
- ☐ The policy must define procedures the organization uses to address conflicts of interest between staff and clients.
- ☐ The requirement of reporting a conflict of interest must be on the advocate and not on the client.
- ☐ If the organization will have disciplinary action for not reporting a Conflict of Interest, this must be stated in the policy.

Additional Recommendations:

- Clearly defining conflicts of interest examples:
  - A staff member knows or is related to the victim or offender, or a close associate of the victim or offender.
  - The organization's staff has already provided services to one party in the relationship. (I.e. both parties of an incident of abuse have contacted the program reporting to be the victim).
- When possible, an advocate who does not have a conflict of interest should interact with the client and the client should be assure the advocate with a conflict of interest will not have access to the client's records.
- If the organization's policy allows the organization to only serve one person in a relationship, there should be a referral process in place for the other person in the relationship to receive services elsewhere. The organization will need to ensure the policy and process does not breach the client's confidentiality.
- The size of the community and the size of the organization's staff should be taken into account when creating a Conflict of Interest Policy.
- Does the organization have any prohibitions on staff having personal social media contact with current or former clients? (I.e. Facebook friends, Twitter followers, follower on Instagram, friends on Snapchat, etc.?) If so, these should be included in the policy.

Transportation Services

REQUIRED

- ☐ The policy must clearly define who, when, where, how and for what reasons the organization provides transportation services to sheltered and non-sheltered clients.
- ☐ Who does the organization provide transportation to? Sheltered and non- sheltered clients?
- ☐ When does the organization provide transportation? During office hours only or anytime?
- ☐ Is transportation limited to inside city limits or is it provided anywhere in the service area?
- ☐ How is transportation provided?
  - Is it provided by organization vehicle, transit/bus tickets, staff personnel vehicle, fuel for a client's vehicle, etc.?
- ☐ Under what circumstances does the organization provide transportation?
  - For any reason or only for appointments such as medical, school, DSS appointments and job interviews, etc.?)
- ☐ The transportation policy given to advocates must require proof of insurance and valid driver's license for all paid staff and volunteers who drive for the organization or transport clients as

part of their work responsibilities.
    - Proof of insurance must be kept on file.
    - The organization should define the insurance requirements for staff that transport clients in their personal vehicles.

☐ The policy must also notify advocates/staff that texting, and driving is strictly prohibited.

☐ If transportation is provided in an organization vehicle or staff vehicle, the policy must include notification that child restraints and seat belts will be worn in accordance with SD laws.

☐ Any portions of the policy applicable to sheltered clients must be included in the in-take packet or Shelter House Rules.

Additional Recommendation:

- The transportation policy does not need to be given to non-sheltered clients.

Additional References/ Resources:

- Section 31. Insurance of the Subrecipient Agreement for funding addresses the following insurance requirements:
    - Commercial General Liability Insurance: The Sub-Recipient shall maintain occurrence-based commercial general liability insurance or an equivalent form with a limit of not less than $1,000,000 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit.
    - Business Automobile Liability Insurance: The Sub-Recipient shall maintain business automobile liability insurance or an equivalent form with a limit of not less than $500,000 for each accident. Such insurance shall include coverage for owned, hired, and non-owned vehicles.
    - Worker's Compensation Insurance: The Sub-Recipient shall procure and maintain Workers' Compensation and employers' liability insurance as required by South Dakota law.
    - Professional Liability Insurance: The Sub-Recipient agrees to procure and maintain professional liability insurance with limit not less than $1,000,000.

Medical Care

REQUIRED

☐ The policy must define the organization's procedure for assisting a client with receiving medical care.

☐ Any portions of the policy applicable to sheltered clients must be included in the Intake packet or Shelter House Rules.

Additional Recommendations:

- Items to consider with the Medical Care Policy may include:
    - Are clients given referral information for medical providers?
    - Who is responsible for the payment of medical care?
    - Does the organization ever pay the cost of medical care or medication? If yes, when and what is the process for requesting such financial assistance?
    - Would the organization call an ambulance on behalf of the client in an emergency? If yes, VAWA confidentiality requirements must be followed unless the organization has a Release of Information signed.
    - How does the organization address a client coming into the shelter with medication?
    - Please note: we encourage organizations to consult with their attorney in regards to the Americans with Disabilities Act prior to requiring a client to disclose information about their

medications or medical condition.

Care of Children When a Parent is Absent

REQUIRED

- ☐ Policy must define if someone else may provide care to the children at the facility if the parent is absent (i.e. at work, at an appointment, at a counseling or group session, etc.)
- ☐ Portions of the policy in which sheltered clients need to be made aware of must be included in the in-take packet or Shelter House Rules.

Additional Recommendations:

- Examples of items to include in the policy are:
- Can residents provide supervision of another resident's child(ren)?
- Can staff provide supervision of the child(ren)? If yes, when and for what purpose?
- Are there consequences for leaving children alone at the facility or in the care of another resident? If yes, what is the process staff will follow? (Is DSS called? If so, is the parent encouraged to be involved in the report?)
- If the organization allows for other residents or staff to supervise another resident's child(ren), is there any form the resident must complete? Stating a time the resident will return, a contact number for an emergency or how to provide emergency medical care should the parent be unreachable.

FVPSA Outcome Data

REQUIRED

- ☐ The organization must have a written policy in place that outlines who will collect the FVPSA Outcome Data, how often and from whom the data will be collected.

Additional References/ Resources:

- ***FVPSA Outcome Data***

Safety & Security Standards & Procedures

REQUIRED

- ☐ Staff must be made aware of the procedures staff must follow, as well as the procedures clients must follow.
- ☐ Safety and security measures sheltered clients need to follow must be in the shelter house rules.

Additional Recommendations:

- This will likely be included in the Personnel Policies, Employee Manual or other operating procedure manual. Examples include:
  - Keep doors and windows locked;
  - Defining who can answer the door;
  - Location of first aid kits:
  - Use of telephone (shelter facilities are required to have a landline telephone which can be accessed by victims 24/7);
  - Exit locations;
  - Fire extinguisher location;
    Medication storage;
  - Confidentiality of shelter location;
  - Operation of the security system and panic button;
  - Emergency evacuation in the event of a natural disaster;
  - Storage of hazardous materials/cleaning supplies;
  - Process to follow if an offender shows up at or calls the facility;
  - Policies regarding infectious diseases and the use of Universal Precautions as defined

by the Center for Disease Control.

Additional References/ Resources:

- ARSD 67:56:01:06

Records Retention

REQUIRED

Each organization shall have a written policy relating to records retention. The policies must include:

- ☐ A records retention schedule which is compliant with DPS agreements.
- ☐ Per DPS agreement, the organization agrees to maintain or supervise the maintenance of records for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, statistical, fiscal and other information records necessary for reporting and accountability required by the State. The organization shall retain such records for **six years following termination of the agreement**, unless pending audit then they must be held for a longer period.
- ☐ Records retention must specifically discuss client, financial and employee records.
- ☐ If your organization uses security or surveillance videos, the retention policy must state when records are purged and should detail any exceptions.

ADDITIONAL RECOMMENDATIONS:

- The Records retention policy may be located within the financial and/or personnel policies, rather than as a separate policy.

Additional References/ Resources:

- ARSD 67:56:01:06
- The Confidentiality Institute: Template Document Retention Policy
- Agency's Use of Technology: Best Practices & Policies Toolkit

Personnel/ Volunteer Policy Requirements

Criminal Records/ Background Check Requirements

- ☐ Criminal records checks must be completed prior to an employee beginning employment with the organization.
- ☐ The policy must explain this, as well as clearly state the type of criminal records check(s) the potential employee will undergo, and how the criminal records check results could affect employment.
- ☐ Complete a background check on prospective employees, which confirms that no individual has had had a conviction for a crime that would indicate harmful behavior towards children, a crime of violence as defined by SDCL 22-1-2, a sex crime pursuant to SDCL chapters 22-22 or 22-24A or SDCL 22-22A-3, or within the preceding five years, a conviction for any other felony.
- ☐ All organizations who receive Office of Justice Programs (OJP) funding are required to have specific background checks completed on all individuals who may interact with participating minors. This requirement applies regardless of an individual's employment status. Each of the following required searches listed below must be completed no earlier than six months before the determination of suitability/employment:
    - Public sex offender and child abuse websites/registries. A search (by current name, and if applicable, by previous name(s) or aliases), of the pertinent and reasonably accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries including:
        - The Dru Sjodin National Sex Offender Public Website (www.nsopw.gov);

        - The website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked or gone to school at any time during the past five years; and
        - The website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating minor in the course of activities under this award.
    - Criminal history registries and similar repositories of criminal history records
        - Name-based search, using current and, if applicable, previous names and aliases) encompassing at least the time period beginning five calendar years preceding the date of the search request of pertinent state (and if applicable, local and tribal) criminal history registries or similar repositories including:
    - Criminal history registry for each state in which the individual lives, works, or goes to school or has lived, worked, or gone to school at any time during the past five years; and
    - The criminal history registry for each state in which he or she is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

Additional References/ Resources:

- For more information on these requirements, please refer to the OJP website.
- Dru Sjodin National Sex Offender Public Website
- South Dakota Division of Criminal Investigation Background Check Requirements
- South Dakota Requirements for State ONLY Background Checks
- South Dakota Sex Offender Registry

Staff Hiring & Orientation

☐ New employees must sign a statement acknowledging the organization policies, forms and manuals they have received at orientation.

- This signed statement must be retained by the organization. (Policy should state if employees are required to read this on their own or if a current employee reviews each document with them.)

☐ Organizations using a checklist for orientation of new employees must be reference the checklist in the policy.

Additional Recommendations:

- Is the organization required to advertise all positions? If yes, is there a requirement for how they will be advertised and the length of time they will be advertised?
- Has the organization set basic qualifications and employment criteria for each position? (Note: Normally this can be found in the job description.)
- Does the organization require an application to be completed or a resume to be submitted?
- Is an interview completed prior to filling a position?
- Does the organization complete reference checks? If yes, how many?
- Who within the organization has the authority to offer a position to an applicant, as well as set the new employee's wage?
- What is the process for notifying the applicant they have been offered the position? Is an employment letter listing start date, salary and position title sent to the employee?
- What steps are hiring staff to take when an employee is hired?
    - Examples: Notifying the New Hire Reporting Center, having a complete W-4 and I9 on file.
- What equipment does the organization require new employees to be oriented on prior to them being able to use it?
    - Examples could include fax machine, security system, telephone, copy machine,

etc.)
  - What additional items does the organization require the new employee to be oriented on prior to beginning their established duties?
  - What is the timeframe in which an employee should have their orientation to the organization completed?

Additional References/ Resources:

- South Dakota Department of Labor and Regulation
- South Dakota New Hire Reporting

Training Requirements

REQUIRED

- ☐ Define how the organization trains staff to work with clients and how they are trained on the organization's procedures for working with clients. This must include how staff is trained on the client services
- ☐ Specify how the organization will train new staff on the safety issues and safety procedures related to working with the organization. (This could include items such as how to operate the security system, how to handle requests to go to a victims' home, how the organization responds to violence in the facility.)
- ☐ Specify how the organization will train new staff on confidentiality. *Training on confidentiality must entail more than having a new employee read the organization's confidentiality policy*
- ☐ Any staff funded in whole or in part with Victims' Services funds must be trained on MAVIS User's Manual prior to working with clients. Additionally, this training must include information on how services are documented, as well as what can and must be included in a client's file (if clients have an individual file). (Examples: Does the organization prohibit another client's name from being in an individual client's file? Are case notes required and if so must they only include factual information rather than personal feelings?)
- ☐ Any staff responsible for MAVIS entry must be required to read the MAVIS User's Manual prior to using the MAVIS program.
- ☐ Any staff responsible for Victims' Services reporting, fiscal management, and grant writing must be required to read the Grantee Guidelines for portions that pertain, as part of their training.
- ☐ Organizations using a checklist or training manual for orientation of client services must reference the checklist or manual in the policy.

Additional Recommendations;

- Organizations who have a set amount of training which new staff must receive prior to providing direct services, should state in policy the time frame in which this should be completed and the topics they must receive training on.
- Organizations who have a set amount of continuing education/training that existing staff must receive on an annual basis and those require certain topics of training, should include these elements in the policy.

Additional References/ Resources:

- MAVIS User Manual
- Office for Civil Rights – Training for Grantees
- OVC TTAC: Victim Assistance Training Online
- National Advocate Credentialing Program

Documenting Training & Continuing Education

REQUIRED

- ☐ Policy must clearly state how training will be documented for staff and include the following:
  - How the employee's initial orientation training time will be documented.
  - Training dates, length of time, location, topic and trainer. (If the organization has a standard training form which is completed by staff/volunteers, this form must be referenced in the policy.)
  - Timeframe in which an employee should turn in training documentation and to whom.
  - The location where the organization will keep the employee/ volunteer's training documentation

Additional Recommendation:

- Organizations that have extensive new employee training manuals may reference these manuals in the policy, rather than re-listing the information that is included in the manual in the policy. Should a manual or a checklist be referred to, these will be reviewed during site visits along with the policies.

Define Who is Authorized to Make Changes to Policy

REQUIRED

- ☐ The governing body must be responsible for reviewing and approving all changes to the Personnel Policies.

Pay Period, Work Week & Payday Defined

REQUIRED

- ☐ This could be defined in the financial policies rather than in the personnel policies, if all the employees are provided with a copy of the financial policies as part of their orientation.
- ☐ The work week must be defined as a seven-day period such as Sunday at 12:01a.m. to Saturday midnight.
- ☐ Payday policy must define the actual payday and any instances in which the payday may be altered.
  - Example: If a payday falls on a holiday or a weekend, how is this handled?
- ☐ The pay period must be defined. (Time worked from "x" to "x".)
  - Example: Employees are paid every other Monday, for time worked from Sunday of week one to Saturday of week two.

Holidays & Paid Time Off Defined

REQUIRED

- ☐ As applicable, must include:
  - Annual leave;
  - Sick leave;
  - Administrative leave;
  - Funeral bereavement leave;
  - Maternity leave;
  - Jury duty;
  - Military leave;
  - Absence without pay; and etc.
- ☐ The organization must define if any unused leave is paid at the time of resignation/termination.

Drug-Free Workplace

REQUIRED

- ☐ Notification to employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and should specify the action that will be taken against employees for violation of such prohibition.

- ☐ Policy should address what repercussions are for violating this policy.
- ☐ Physically posted that the organization is a drug-free workplace.

Additional References/ Resources:

- ☐ Drug-Free Workplace Act of 1988

Smoke-Free Workplace

REQUIRED

- ☐ Organization must define what it means to be a smoke-free workplace.
- ☐ If there are designated smoking areas outside for employees, it should be listed in policy.
- ☐ Policy should address what repercussions are for violating this policy.
- ☐ Physically posted that the organization is a smoke-free workplace.

Additional References/ Resources:

- ARSD 67:56:01:06

Violence-Free Workplace

REQUIRED

- ☐ Organization must define what it means to be a violence-free workplace.
  - ☐ Policy should address what repercussions are for violating this policy.
  - ☐ Physically posted that the organization is a smoke-free workplace.

Full-Time & Part-Time Defined

REQUIRED

- ☐ Organization must define what is considered full-time and what is considered part-time employment.

Harassment Policy

REQUIRED

- ☐ Must prohibit harassment and bullying of organization participants based on age, disability and/or handicap, sex, gender identity (or expression), sexual orientation, race, color, national origin and religion.

Employee Grievance Policy

REQUIRED

- ☐ Policy must explain what types of matters are grieveable. This must include the discrimination of the federally protected classes, as well as harassment and bullying, as defined in the harassment policy. The organization may include other items as grieveable.
- ☐ Policy must state how to file a grievance and whom to file it with.
  - The grievance policy must inform employees they can file a discrimination complaint with the Department of Public Safety, Division of Legal and Regulatory Services, 118 West Capitol Ave. Pierre, SD 57501. Phone (605)773-3178. Email: VictimsServices@state.sd.us
  - The grievance policy must also inform employees they can file a discrimination complaint with the Office of Justice Programs, Office for Civil Rights, 810 Seventh Street NW, Washington, DC 20531. Phone (202)307-0690.

Additional Recommendation:

- It is recommended the Director not be the final step in grievances. Employees should have the option to grieve to the Board of Directors, should they not be satisfied with the Director's

response.

Additional References/ Resources:

- ***Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)***
- ***Grievance Policy***
- NNEDV Template Grievance Procedure
- SDVS Non-Discrimination and Complaint Procedures
- Written Statement of Concern/ Complaint with Grant Programs (Microsoft Word document)
- Written Statement of Concern/ Complaint with Grant Programs (PDF document)

Non-Discrimination/ Equal Opportunity/ Harassment Policy

REQUIRED

- ☐ Must minimally include, the federally protected classes of age, disability and/or handicap, sex, gender identity (or expression), sexual orientation, race, color, national origin and religion.
- ☐ All Employees are required to watch the Civil Rights training video during the grant cycle.

  "The Department of Public Safety, Victims' Service Program gratefully acknowledges the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice, for allowing us to reproduce, in part or in whole, the video *Office for Civil Rights – Training for Grantees.* The opinions, findings, and conclusions or recommendations expressed in this video are those of the speaker(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice."
- ☐ After watching the Civil Rights video, employees/staff should sign and date when the video was completed.
- ☐ If the organization is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§42.301-.308, does the organization have an EEOP on file for review?
  - If yes, what date did the program prepare the EEOP?
- ☐ If the program is required to submit an EEOP Utilization Report to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) in accordance with 28 C.F.R. §§42.301-.308, has the organization done so?
  - If yes, what date did the organization submit the EEOP Utilization Report?
- ☐ Has the organization submitted a Certification Form to the OCR certifying compliance with the EEOP requirements?
  - If yes, what date did the organization submit the Certification Form?
- ☐ Does the subrecipient provide federally funded services to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice?

If the organization has 50 or more employees AND receives Department of Justice (DOJ) funding of $25,000 or more, has the program done the following?

- ☐ Adopted a grievance procedure that incorporates due process standards and provides for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibits discrimination on the basis of disability in employment practices and the delivery of services.
- ☐ Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G.
- ☐ Notified program participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability.

If the subrecipient conducts explicitly religious activities as part of its organization or services:

- ☐ Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or location from federally funded programs.
- ☐ Ensure that participation in religious activities is voluntary for beneficiaries of federally funded programs.

If the subrecipient is a religious institution or faith-based organization:

- ☐ Provide appropriate notice to program beneficiaries or prospective beneficiaries that the subrecipient does not discriminate on the basis of religion in the delivery of services or benefits?
- ☐ Provide appropriate notice to program beneficiaries or prospective beneficiaries that if they object to the "religious character" of the subrecipient, the subrecipient will make a reasonable effort to find an acceptable alternative provider in close geographic proximity that offers comparable services?
- ☐ Keep a record of the requests for an alternative provider from beneficiaries or prospective beneficiaries who object to the subrecipient's "religious character," noting the subrecipient's efforts to find an appropriate alternative provider and to follow up with the beneficiary or prospective beneficiary?

If the subrecipient operates an educational program or activity, has the subrecipient take the following actions:

- ☐ Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. pt. 54, which prohibit discrimination on the basis of sex?
- ☐ Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. pt. 54?
- ☐ Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in its educational programs or activities?

If the subrecipient receives funding under VAWA or from OVW:

- ☐ Does it serve male victims of domestic violence, dating violence, sexual assault, and stalking?
- ☐ Does the subrecipient provide sex-segregated or sex-specific services?
  - If yes, describe how the services are sex-segregated or sex-specific.
  - If yes, has the subrecipient determined that providing services that are sex-segregated or sex-specific is necessary to the essential operation of the program?
  - If yes, describe how the subrecipient determined that providing sex- segregated or sex-specific services is necessary to the essential operation of the program.

EEOP Chart for Determining Office for Civil Rights Requirements

If / Then	Does the recipient need to submit a Certification Form to OCR?	Does the recipient need to develop an EEOP?	Must the recipient submit an EEOP Utilization Report to OCR?
Recipient is a Medical or Educational Institution, Indian Tribe, or Nonprofit	YES	NO	NO
Largest individual grant received is less than $25,000	YES	NO	NO
Recipient has less than 50 employees	YES	NO	NO
None of the above	YES	YES	YES

Prepare and Submit EEOP and Certification at
https://ojp.gov/about/ocr/eeop.htm

During annual monitoring, the subrecipient will be reviewed that they have complied with the requirement to submit to the OCR any adverse findings of discrimination against the subrecipient based on race, color, national origin, religion or sex that are the result of a due process hearing conducted by a federal or state court or a federal or state administrative agency.

Employee Evaluations/ Performance Appraisal

REQUIRED

- ☐ Must define when this is completed and who is completing.

Employee Benefits

REQUIRED

- ☐ Must define what types of benefits are available (if available) to employees:
  - Health;
  - Retirement;
  - Worker's Compensation;
  - Unemployment Insurance;
  - Paid leave.

Notification of Mandatory Reporter Requirements

REQUIRED

- ☐ Staff is required to be notified they are mandatory reporters of abuse or neglect of a child, as well as elderly and adults with disabilities and how to make a report.

Additional References/ Resources:

- SDCL 22-46 Abuse, Neglect, or Exploitation of Elders or Adults with Disabilities
- SDCL 26-8A Protection of Children from Abuse or Neglect

Statement of Acknowledgement

REQUIRED

- ☐ The policy needs to contain a statement for the employee to sign that they have received a copy of the Personnel Policies and have read and understand them.

Review/ Update of Policy Requirements

REQUIRED

- ☐ The policy manual should list the date the Board approved the updates or the date the policy manual was established, or both if applicable.
    - The policy manual should be a document that is updated/ changed when necessary.

Contract/ Subcontract Employees

REQUIRED

- ☐ If your organization uses contract or subcontract employees paid with Victims' Services funds, the following must be followed:
    - Policies must outline how your organization hires contractors/ subcontractors;
    - SDVS must be provided with a signed contract with the contract/ subcontract employee prior to using any SDVS funds to support the project;
    - Contract/ subcontracts must include provisions specified within the Grant Agreement between the agency and the Department of Public Safety;
    - Must outline in the contract/ subcontract document the organization policies that the contractor/ subcontractor is subject to;
    - The organization is responsible for ensuring the subcontractors are not presently debarred, suspended, proposed for debarment, declared in eligible or voluntarily excluded from participation by any federal department or agency.
- ☐ If your organization does not use funds for contractors or subcontract employees, it should be listed in policy.

Additional References/ Resources:

- DOJ Grants Financial Guide

Additional Policy Recommendations

- Organization mission statement
- Social media policy (as applicable)
- Discuss what items may/will be withheld from an employee's paycheck
- Exempt and non-exempt positions
- Employee probationary period
- Outside employment
- Gifts and gratuities and honorariums
- Work schedules
- Employee expenses
    - Employee compensation
    - Salaries
    - Salary progression
    - Overtime compensation
    - Payroll procedures
    - Payroll deductions

    - Severance benefits
- Personnel files maintenance. What is kept in them and who can view them? The minimum suggested items would be:
    - Signed job description
    - Application or resume
    - Interview records
    - Letters of reference
    - Background check information
    - W4 and I-9 form
    - Emergency contact information
    - Status/compensation change form
    - Records of leave
    - Performance evaluations
    - Copy of driver's license and proof of automobile insurance
    - Signed forms such as a signed confidentiality statement.
- Corrective and disciplinary actions
- Termination of employment (resignation, mutual agreement, employee termination) as well as exit procedures
- Program technology and equipment use
- Whistleblower policy
- Speaking to the media
- Arrest policy
- Employee Breaks
- Lobbying
- Equipment, Internet and Phone use policy
- Establish who has firing/hiring authority
- Nepotism/Conflict of Interest Policy
- Compliance with state and federal laws
- Ethical guidelines for staff behavior
- Organizational Chart
- Educational Assistance and Conference Attendance policy.

Additional References/ Resources:

- ARSD 67:56:01:05 Program policy requirements

Fiscal Management

Annual Preparation of Formal Budget

REQUIRED

- ☐ Annual preparation of a formal written budget of expected revenues and expenses that are reviewed and approved by the governing body annually.
- ☐ Must include when the annual budget will be created.

Travel Reimbursement Policy

REQUIRED

- ☐ This is required only if Victims' Services funds are used to pay for such expenses; however, recommended for travel expenses paid by any source.
- ☐ Policy must include:
    - Rate that mileage, meals and lodging are paid or reimbursed;
    - Documentation that must be submitted for payment; and
    - If the documentation needs to be submitted in a specific timeframe.

- ☐ The maximum amount for reimbursement will be reviewed at the organization's set rate for reimbursement but will not exceed the U.S. General Services Administration (GSA) set rate at the time of reimbursement.
- ☐ Transportation reimbursement for the use of privately-owned vehicles shall be paid per mile while on official business outside the city limits of the organization.
- ☐ Gas receipts and applicable mileage logs should be provided.
- ☐ Airline tickets can be reimbursed for commercial airline travel.
    - No upgrades of any sort will be reimbursed.
    - All original itemized receipts must be attached to the travel payment detail.
    - All original airline tickets (stubs), boarding passes, itineraries and e-stubs should be submitted as documentation.
    - Baggage fee receipts for both departure and return flights must be attached for reimbursement of those fees.
- ☐ Hotel/motel use will be reimbursed at an approved rate that is within reason, under the State's discretion.
    - If hotel/motel is requested/ submitted for reimbursement for traveling to a conference/training, it is expected that hotel/motel the training is conducted at will be utilized as there is normally a negotiated/reduced rate.
    - If the conference hotel/motel is not an option, the organization must provide an explanation as to why that option was not utilized.
- ☐ Transportation to and from the airport for Development/Training related travel is allowable within reason.
- ☐ **When requesting reimbursement, alcohol and tips are not allowable for reimbursement.**
- ☐ When submitting expenses for travel, they must be: allowable, reasonable and necessary.
    - It must also be described how this is determined.

- ☐ A traveler shall be reimbursed for meals when traveling on organizational business outside their organization's area. Meal allowances are calculated using the following schedule:

Meals	Leave	Return
Breakfast	5:31 am	7:59 am
Lunch	11:31 am	12:59 pm
Dinner	5:31 pm	7:59 pm

Program Fiscal Year

REQUIRED

- ☐ The organization's operating fiscal year must be defined.

Payment of Bills

REQUIRED

- ☐ Must define what the organization's policy is:
    - What is the process?
    - Is a voucher used?
    - Who approves the voucher?
    - What is the process for voucher approval? Is it the same approval process for writing checks?
    - Is on-line bill pay allowed? If yes, what is the policy?
    - Is a voucher used? If yes, is it the same approval process for writing checks?
    - If the organization does not allow for bills to be paid on-line, this should be listed in the policy.
    - Is auto bill pay allowed? If yes, what is the policy?

- Are vouchers used and if yes, is it the same approval process as for writing checks?
- If the organization does not allow for bill to be paid by auto bill pay, it should be listed in the policy.

Purchasing Policy

REQUIRED

- ☐ How are purchases handled?
- ☐ Who authorizes unbudgeted purchases?
- ☐ Are bids required for large purchased items?
  - If yes, how many bids are required and how reviews/approves them?
- ☐ Documentation to be maintained to support all disbursements and a description of how disbursements are made.
- ☐ Disbursements are pre-approved and indication of who approves both small and large dollar purchases.
- ☐ Expenditures are to be reasonable and an explanation of how this should be accomplished (bids, quotes, etc.)
- ☐ Blank checks are to be safeguarded and a description of how this will occur.
- ☐ Segregation of duties regarding the creation of vendor accounts and making payments via Electronic Fund Transfer (EFT) methods.

Check Writing Policy

REQUIRED

- ☐ Who is authorized to sign checks?
- ☐ How many signatures are required on each check?
- ☐ Is a check always supported with a voucher at the time of payment?
- ☐ Does the organization allow checks to be made to cash?
  - If yes, under what circumstances?
- ☐ Can blank checks be signed?
- ☐ Can a signature stamp be used?
- ☐ Are voided checks retained?
- ☐ Does the program require checks to be written in numerical order?

Money Handling Policy (Cash Management)

REQUIRED

- ☐ What is the process for handling cash and checks?
- ☐ Are all funds to be deposited within a specific timeframe?
- ☐ Accurate tracking of all monies received and recorded to the appropriate accounts/general ledgers.
- ☐ All monies and deposits are recognized, totaled, balanced and transported to the appropriate banking facility.
- ☐ Define segregation of duties.
- ☐ Organization shall maintain records that clearly show the source and amount of the contributions being reported as match. The following should also be recorded:
  - Period of time for which such contributions were allocated;
  - Basis for determining the value of personal services, materials, equipment, and space and facilities;
  - Volunteer services shall be substantiated by the same methods used by the organization for its paid employees (generally, this should include timesheets substantiating time worked).
- ☐ Actual and budgeted expenditures are to be analyzed.
  - How often are these items reviewed?

Additional Recommendations:

- Significant variances between actual and budgeted expenditures are resolved to ensure total costs do not exceed the amounts budgeted for the grant period.
- Existing or planned indirect cost rates and the type of rate used as well as both the content of pooled expenses and the type of allocation base used.

- If all costs are charged direct, the method used to allocate costs benefiting multiple cost objectives to each cost objective.
    - Is there a Cost Allocation Plan in place?

Surplus Property

REQUIRED

- ☐ How is surplus property disposed of?
- ☐ Who is responsible for determining property is surplus?
- ☐ A Furniture and Equipment Form is required to be completed for furniture and equipment purchased with SDVS funds.
- ☐ Additionally, SDVS must give prior approval for the disposal of furniture and equipment purchased with SDVS funds.

Donation Policy

REQUIRED

- ☐ Are donations accepted?
    - If yes, both cash and in-kind?
- ☐ How are donations documented?
- ☐ Does the program allow for the refusal of donations?
    - If yes, how is this determined?

Credit & Debit Card Policy

REQUIRED

- ☐ Describe how card use is controlled and approved. (Both credit and/or debit)
    - Who authorizes purchases?
- ☐ Can a credit/debit card only be obtained with Board of Directors' approval?
- ☐ Does the Board need to establish a card limit?
- ☐ Require all expenditures be pre-approved.
- ☐ Limit individual amounts and types of expenditures that may be incurred.
- ☐ Prohibit personal expenditures.
- ☐ Require all receipts to be submitted for review and comparison with card statements.
- ☐ If the organization does not have a credit or debit card, it should be listed in policy.

Gift Card Policy

REQUIRED

- ☐ Programs must have a policy in place and adequate fiscal controls regarding the use of gift cards, including tracking and safeguarding of cards to ensure all items purchased with those cards are allowable under federal regulations if using SDVS funding to purchase gift cards. A policy must be in place prior to receiving reimbursement for this expense.

Additional Recommendations:

The following information is not required but could be helpful when writing and implementing a Gift Card Policy:

- When is a gift card appropriate to provide to a client or who is eligible to receive a gift card?
- What types of gift cards will be issued? (i.e., gas cards, VISA, McDonald's, etc.)
- Is there an amount limit set that will be put on gift cards?
- How are purchases maintained and reviewed to ensure only eligible items are purchased with cards? (i.e., no tobacco or alcohol is being purchased)
- How are gift cards tracked and monitored?
- How many are kept on hand?
- Who has the authority to issue a gift card?
- How are these recorded/tracked when a gift card is provided?
- How often and when is inventory of gift cards taken?

Bank Statement Reconciliation

REQUIRED

- ☐ Prohibit the individual reconciling the bank statements from opening them. Does the policy define whether there is a separation of duties from the person who reconciles the statement and the person who reviews the reconciliation?
- ☐ Bank statements to be opened and reviewed by an official who is not authorized to sign checks (i.e. treasurer, president, etc.) but who is familiar with funding financial activities.
- ☐ Bank statements to be reconciled in a timely manner by someone who is not authorized to sign checks.
- ☐ Reconciliation to be approved by an official outside the payment process but familiar with funding financial activities.
- ☐ Bank reconciliation(s) to be completed within 30 days of receipt of the bank statement.

Accounting System Defined

REQUIRED

- ☐ Definition of the basis of accounting (e.g., cash, accrual, modified cash, modified accrual)

Internal Controls

REQUIRED

- ☐ Employee or position responsible for completing financial duties.
- ☐ Explanation of what controls are in place.

Petty Cash Fund

REQUIRED

- ☐ If the organization does not allow for a petty cash fund, it is recommended to be listed in policy.
- ☐ Amount of the fund.
- ☐ Policy should describe the approval process, receipt documentation required and internal controls.
- ☐ Process for replenishment, tracking, etc.
- ☐ Restriction of use.

Fund Source Accounting Outlines

REQUIRED

- ☐ Ability to report revenue and expenditures separately by funding source. Segregation of duties and cost allocations (i.e. monthly reporting, funds are not left unsecured, programmatic compliance).
- ☐ Organization chart of accounts and who has the authority to make changes.
- ☐ Receipts and detailing allowable/unallowable costs.
- ☐ Disbursements and if considered an indirect or direct expense.

Payroll Payment Process

REQUIRED

- ☐ The distribution of salary and wages charged to federal/state awards be based on actual employee activity as reflected in personnel activity reports (timesheets), prepared after-the-fact, that include the total activity for which employees were compensated.
- ☐ Timesheets to be certified as accurate by both the employee and a supervisor familiar with the employee's activities. Non-profit organizations cannot charge salary and wages to federal awards based on budget estimates. However, States Local or Indian Tribal Governments may

allocate salary and wages charged to federal awards based on budget estimates, other distribution percentages, or use a substitute system if certain conditions are met in ***OMB Supercircular (2 C.F.R. Part 200).***

- ☐ Timesheet approval process and who approves timesheets.
  - Timesheets should also contain a perjury statement:
    "I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct."
- ☐ Types of deposits for payroll (direct deposit or hard checks?)
- ☐ How is payroll handled if the payday falls on a holiday?
- ☐ Can employees receive their paychecks early or receive advances?

Additional References/ Resources:

- 2 CFR §200.430 Compensation – personal services
- 2 CFR §200.431 Compensation – fringe benefits
- ***SAMPLE - Timesheet***

Financial Statement Approval

REQUIRED

- ☐ Financial statements must be reviewed and approved at Board Meetings.
  - It should be clearly documented who is present at the meeting and who approves the financial statements as reflected in the Board Meeting Minutes.

Audit Requirements

REQUIRED

- ☐ Audits are performed in accordance with Federal 2 C.F.R. Part 200 and SD State requirements for fiscal years with federal/state expenditures of $750,000 or more.
  - If an audit is required, audits shall be completed and filed with the Department of Legislative Audit by the end of the nine months following the end of the fiscal year being audited.
  - Federal audit reports are submitted to the Federal Audit Clearinghouse (FAC) within 30 days after receiving the report or nine months after the fiscal year end, whichever comes first.
  - Other organization audit requirements

Additional Audit Information:

- Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely resolved.
- The organization shall be responsible for payment of any and all audit exceptions which are identified by the State.
- The organization may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.
- The books and records of the organization must be made available if needed and upon request at the organization's regular place of business for audit by personnel authorized by the State.
- The State and/or federal agency has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

Matching/ Cost Sharing

REQUIRED

- ☐ Verifiable from the recipient's records. Supporting documentation for in-kind, donations and interest income.

- ☐ Must be necessary and reasonable for proper and efficient accomplishment of the project or program objectives.
    - Are local government/private foundation requirements being adhered to?
- ☐ Not paid by the federal/state government under another award (except where authorized by federal/state statute to be used for cost sharing or matching).
- ☐ Allowable and provided for in the approved budget. Are terms/provisions of contract being followed?

Additional References/ Resources:

- 2 CFR §200.29 Cost sharing or matching

Program Income

REQUIRED

- ☐ Policy should reference how program income is handled if any should be acquired.
- ☐ Program income should be utilized before federal funds are requested for reimbursement.

Allowability of Costs

REQUIRED

- ☐ To be allowable under a federal/state award, costs must be reasonable, allocable and adequately documented.
    - Is there a process in place to examine costs to determine if only allowable expenses are charged to state/federal funding sources?
- ☐ A cost is reasonable if it does not exceed what a prudent person would incur under similar circumstances.
- ☐ A cost is allocable to a federal/state award to the extent the goods or services benefited the organization.
- ☐ A cost is necessary to a federal/state award to the extent that is incurred to operate the business and perform the services for which the award is granted.
- ☐ A cost is adequately documented if it is supported by accounting records and source documentation such as purchase orders, vouchers, invoices, receipts, payroll allocation reports, payroll summaries, timesheets, etc.

Conflict of Interest Policy

REQUIRED

- ☐ Establish controls to prevent employees, consultants, members of governing bodies, and others involved in federally/state funded activities from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties.
- ☐ Are there policies in place that address fraud, waste and abuse?
- ☐ Address the conditions under which outside activities, relationships, or financial interests are proper or improper.
- ☐ Provide for advance notification of outside activities, relationships, or financial interests to a responsible organizational official.
- ☐ Include a process for notification and review by the responsible official of potential or actual violations of the standards.
- ☐ Specify the nature of penalties that may be imposed for violations.

Additional References/ Resources:

- Office of the Inspector General Grant Complaint – Fraud Detection Office
- 2017 DOJ Grants Financial Guide

Property Policy

- ☐ Furniture and Equipment Form is required to be completed for furniture and equipment purchased with SDVS funds.
  - Additionally, the SDVS must give prior approval for the disposal of furniture and equipment purchased with SDVS funds.
- ☐ Property records be maintained to include a description, cost, purchase date, source of funding, location and condition of each property item.
- ☐ Periodic physical inventories be taken and reconciled to the property records no less frequently than every other year.
- ☐ Property purchased with Government funds to be tagged/identified as such.
- ☐ Property to be safeguarded to prevent loss or theft and a description of how this occurs.
- ☐ Disposal of surplus property and the person responsible.

Board of Directors/ By-Laws

Purpose of Organization

- ☐ The purpose of the organization should be stated.
- ☐ Per SDCL 25-10-28, the primary purpose shall include the provision of services to victims of domestic violence and/or sexual assault.

Additional References/ Resources:

- ARSD 67:56:01:07 Program bylaws
- SDCL 25-10-28 Domestic violence or sexual assault shelters and service programs – Required services

Board of Directors Members

- ☐ Provide for a Board of Directors who, as a group, represents the demographic characteristics of the residents of that area.
- ☐ This statement or a statement with the same meaning must be included in the by-laws.

Additional Recommendation:

- The organization is responsible for determining the demographic characteristics of the service area and should take this into consideration when recruiting and appointing Board Members.

Additional References/ Resources:

- ARSD 67:56:01:07 Program bylaws

Board Membership Term

- ☐ The number of Directors present on the Board must be stated in the by-laws.
- ☐ The length of a term must be stated.
  - Example: Members are elected to a three-year term.
- ☐ Any limits to the amount of terms a Member may serve must also be stated if applicable.

Additional References/ Resources:

- ARSD 67:56:01:07 Program bylaws

Board Membership Qualifications

Additional Recommendations:

- The organization is responsible for determining what the qualifications of membership on the Board will be. Examples could include:
  - Live or work in the organization's catchment area;
  - Represent certain professions;
  - Represent a mix of the demographic characteristics of the residents of the service area;
  - Have an interest/expertise in the organization's mission;
  - Must be 18 years of age or older;
  - Must be able to commit "X" amount of time to the organization, etc.

Board Membership Requirements

- ☐ The members of the governing board must serve without pay.
- ☐ No financial benefit may accrue as a result of membership on the board.
  - The above items must specifically be stated within the organization's by- laws.
- ☐ Identify the parliamentary procedure or consensus process to be followed in the conduct of business meetings. The most comment parliamentary procedures used are:
  - Roberts Rules of Order
  - Consensus Decision Method
- ☐ Identify what constitutes and Quorum and the requirements.
- ☐ Define what will be the regularly scheduled meetings or how often meetings will be held.
- ☐ If the organization allows for Board Members to vote by teleconference or by mail, the program must ensure the voting process is compliant with SDCL 47-23- 21.
- ☐ The SDVS reviews the organization's Board Meeting Minutes to ensure they reflect the financial statements were reviewed and approved by the Board of Directors.

Additional Recommendations:

- Conflict of Interest statements are suggested to be included.
- Indemnification.
- It is recommended the board meeting minutes also reflect:
  - Who was present;
  - Who was absent;
  - Presiding officer;
  - Date, time and place of meeting;
  - All main motions and votes, including the approval of the previous meeting minutes;
  - Names of those making the motions;
  - Time of adjournment and signature of secretary.
- Minutes should reflect when the board engages in Executive Session.

Additional References/ Resources:

- ARSD 67:56:01:07 Program bylaws
- SDCL 47-23-21 Meetings by teleconference

Additional Resources Available

Appendix A: Grant Year Schedule

The below calendar is for the grant cycle and all-important dates applicable to this cycle. Please note that dates for the prior awarded year are not included for reporting due dates or when drawdowns should be submitted.

Due Date	Description
February 1	{Anticipated} Solicitation for State Fiscal Year funding released

March 15	{Anticipated} Solicitation period closes and applications for funding are due
May/June	Funding awards are announced
June	Pre-award documents to be completed & Agreements executed in MAVIS
July 1	New funding cycle begins
July 15	Quarterly Performance Reports are due
August 20	July drawdown for reimbursement is due
September 20	August drawdown for reimbursement is due
October 15	Quarterly Performance Reports are due
October 20	September drawdown for reimbursement is due
November 20	October drawdown for reimbursement is due
December 20	November drawdown for reimbursement is due
January 15	Quarterly Performance Reports are due
January 20	December drawdown for reimbursement is due
February 1	Solicitation for next grant year funding to be released (ESTIMATE)
February 20	January drawdown for reimbursement is due
March 1	{ESTIMATE} STOP and SASP Annual Progress Reports due to SDVS
March 20	February drawdown for reimbursement is due
April 15	Quarterly Performance Reports are due
April 20	March drawdown for reimbursement is due
May 20	April drawdown for reimbursement is due
June 20	May drawdown for reimbursement is due
July 1	New funding cycle begins
July 15	Final Financial Report for FY2021 due to SDVS
July 20	June drawdown for reimbursement is due
September 28	All drawdowns for grant cycle must be submitted and processed

Appendix B: Glossary of Terms

Adults Sexual Abused/Assaulted as Children: Adult survivors of sexual abuse and/or assault suffered while they were children.

Adult Physical Assault:

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Simple Assault:** Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

Adult Sexual Assault: Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is OFFICE FOR VICTIMS OF CRIME VICTIM ASSISTANCE FORMULA GRANT PROGRAM PERFORMANCE MEASURES SUBGRANTEE DATA REPORT Revised January 2017 Page 13 of 15 This questionnaire is to be used only for data collection purposes. Data must be entered in the OVC PMT at https://ovcpmt.ojp.gov. rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

American Indian or Alaska Native refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or

South American Indian groups.

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

Asian refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as "Asian" or reported entries such as "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provided other detailed Asian responses.

Assistance with compensation: the number of clients/individuals your organization has assisted with completing a compensation application. Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application. Simply providing an individual with an application does **NOT** qualify as assistance.

Black or African American refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as "Black, African American, or Negro" or reported entries such as African American, Kenyan, Nigerian, or Haitian.

Bullying (cyber, physical or verbal): Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature—for example, hitting or kicking, teasing or taunting—or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyberbullying include mean text messages or e-mails; rumors sent by e-mail or posted on social networking sites; and embarrassing pictures, videos, Web sites, or fake profiles.

Burglary: The unlawful entry of a structure to commit a felony or theft. The FBI's Uniform Crime Reporting (UCR) program includes three subclassifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

Child*: A person under the age of 18 or as otherwise defined by state law.

Child Physical Abuse and Neglect: This may include physical abuse that is non- accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

Child Sexual Abuse and Assault: This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

Child Pornography: Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
its production involved the use of a minor engaging in sexually explicit conduct;
such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

CAP: Corrective Action Plan; corrective action on recommendations and/or findings which includes time schedules for completing corrective action.

Crime Victim or Victim of Crime*: A person who has suffered physical, sexual, financial, or emotional harm as the result of the commission of a crime.

DASA (Domestic and Sexual Abuse Program): Grant funded through the State of South Dakota general funds with monies appropriated annual by the South Dakota State Legislature.

Domestic and/or Family Violence: A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

DUI/DWI Incidents: Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Duplicated: The total number of services and/or clients served in totality for a time period. Some clients may be counted more than once if they have sought services more than one time in the period being reported.

EDR: Enhanced Desk Review

Elder Abuse/Neglect: Also known as elder mistreatment, generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

Federal Fiscal Year*: October 1 through September 30.

FVPSA (Family Violence Prevention and Services Act): Funded through the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services (ACF) to prevent incidents of family violence, domestic violence and dating violence.

Grantee: The primary grant recipient of funds.

Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other): A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

Hispanic or Latino refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: "Mexican," "Puerto Rican," or "Cuban." This also refers to those who indicate that they are "another Hispanic, Latino, or Spanish origin." People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.
The terms "Hispanic," "Latino," and "Spanish" are used interchangeably.

Human Trafficking (Sex/Labor): Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining

a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

Identity Theft/Fraud/Financial Crimes: Identity theft occurs when someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

Kidnapping (non-custodial): Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

Kidnapping (custodial): Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

Mass Violence (Domestic/International): An intentional violent criminal act that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction.

Multiple Races refers to a person who may self-identify in more than one race or ethnicity category.

Native Hawaiian or Other Pacific Islander refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as "Pacific Islander" or reported entries such as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," and "Other Pacific Islander" or provided other detailed Pacific Islander responses.
Other Vehicular Victimization: ***May include hit-and-run crimes, carjacking, and other vehicular assault.***

Primary Victim: the individual who suffered direct harm as a result of the crime.

Robbery: Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

SASP (Sexual Assault Services Program): Created by the Violence Against Women Act (VAWA) and Department of Justice Reauthorization Act of 2005 (VAWA 2005) and is the first federal funding stream dedicated to the provision of direct intervention and related assistance solely for victims of sexual assault.

SDVS: South Dakota Victims' Services Program

Secondary Victim: an individual who experienced indirect consequence of the crime. Secondary victims may include relatives of the primary victims or individuals who witnessed the crime.

Services*: Respond to the emotional and physical needs of crime victims;
Assist primary and secondary victims of crime to stabilize their lives after a victimization; Assist victims to understand and participate in the criminal justice system; and Provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

Some Other Race: includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.

Stalking/Harassment: Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct or have experienced additional threatening behaviors that would cause a reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

State Administering Agency (SAA)*: The grantee; the state office responsible for receiving funds and reporting data.

STOP/VAWA (Services Training Officers Prosecutors/Violence Against Women Act): Grant is funded through the Department of Justice (DOJ) and encourages strategies to combat violent crimes against women, including domestic violence, dating violence, stalking, and sexual assault. SDVS awards STOP/VAWA grants to two types of groups: agencies that provide victims services; and law enforcement agencies, prosecution agencies and courts.

Subgrant Award Report (SAR)*: This report collects information about the subgrantee organization, the length of the subawards and activities to be implemented by the subgrantee, and the allocation of grant funds.

Subgrantee (or subrecipient)*: An entity that receives a portion of grant funding through a formal agreement with the grantee. Grantees are required to monitor subgrantees to ensure subgrant funds are appropriately spent.

Survivors of Homicide Victims: Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

Teen*: OVC describes a teen as a youth, ages 13-17. Use this definition to capture youth ages 13-17 who present for services for a primary and/or additional victimization where applicable: for example, teen dating violence.

Teen Dating Victimization: Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

Terrorism (Domestic): The term terrorism means an activity that . . . (1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended . . . (a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

Terrorism (International): he Antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that . . . (1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States of any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended . .
. (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).

Unduplicated: *When counting the total number of individuals who received* services during the reporting

period, you should count all individuals served by your organization during that period. This number should be an UNDUPLICATED count of people served during the single reporting period, regardless of the number of services they received or the victimization types they presented.

VOCA (Victims of Crime Act): Passed by Congress in 1983. The Act established a Crime Victims Fund (CVF) in the U.S. Treasury to collect fines from convicted federal criminals and use those monies to assist people who have been victimized by crime. A portion of the Fund is awarded annually in grants to states, which then subgrant funding to agencies that provide direct services to crime victims. This annual allotment varies, depending on the amount of money collected by the U.S. Department of Justice (DOJ).

Victim Services Program*: All services and activities offered on behalf of victims of crime, including the VOCA grant and match

Violation of a Court Order: This is defined by state or jurisdiction.

White refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as "White" or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

*The descriptions are based on Federal legislation (unless otherwise noted), which provides guidance to states by identifying a minimum set of acts or behaviors to define the crime. Office for Victims of Crime (OVC) understands that state statutes may vary.

Appendix C: Grant Management Resources from SDVS

Additional resources are available from the Victims' Services Program. Below is a list of some of some items if you need further training:

- ☐ MAVIS User Manual
- ☐ Prorate Example Document
  - Provides examples as to how the organization must prorate expenses among all income sources.
  - The Victims' Services has an Excel document that has formulas set up so a program can easily prorate expenses.
- ☐ Most recent Grant Announcement. The most recent Grant Announcement includes the most current information regarding:
  - Grant priorities;
  - Victims' Services grant allowable and non-allowable expenses;
  - Information on calculating match;
  - Definitions on terms including prorate, direct service time, non-direct service time;
  - Community Education Activities/Staff time;
  - Match; and
  - Furniture and Equipment
- ☐ Current Agreement with the organization and Department of Public Safety, as well as the current Certified Assurances.
  - Includes additional information about conditions an organization has agreed to abide to as a result of receiving funds from the Victims' Services Program.

There are other laws and regulations that organizations must follow. Organizations are expected to comply with applicable State and Federal laws, including State and Federal Employment Laws, South Dakota Nonprofit Corporation laws, as well as other state, county, city, tribal and federal laws as they pertain to your program.

Some items that may be useful in ensuring compliance with rules, statues and laws include:

- *The Department of Labor and Regulation website at http://dlr.sd.gov.*

- New hire reporting information, as well as State and Federal posting requirements can be found at this website.

- South Dakota Codified Law (SDCL) Nonprofit Corporation statutes can be found at:
  - SDCL 47-22 Nonprofit Corporations – Formation and General Powers
  - SDCL 47-23 Nonprofit Corporations – Members, Directors, Officers and Agents
  - SDCL 47-24 Nonprofit Corporations – Records, Fiscal Affairs and Reports
  - SDCL 47-25 Nonprofit Corporations - Reorganization
  - SDCL 47-28 Nonprofit Corporations – Supervision by Secretary of State
- Additional South Dakota specific resources
  - SDCL 25-10 Protection from Domestic Abuse
  - SDCL 25-10-28 Domestic violence or sexual assault shelters and service programs – Required services
  - ARSD 67:56 Domestic Violence and Sexual Assault Programs

Appendix D: Information to be Tracked

Items to be Included on Organization's In-Take

The below items must be included on Program's Intake for each client.

- ☐ If you do not do a separate Intake for children who are served with their parents;
- ☐ You must ensure the parent's Intake includes all of the below information for each child the program is serving, as well as for the parent.

There are times when collecting all the below information is not possible, such as during a crisis phone call or at the time a client is in crisis when soliciting the information may be inappropriate or offensive to the client. However, if you continue to work with the client you should be able to gather most, if not all, of below information on a client being served by the program. Some the information may be delicate to ask for and may be helpful to have an ice-breaker lead into what is being asked. A good example could be:

> *Our organization is committed to assisting all individuals regardless of age, disability and/or handicap, sex, gender identity (or expression), sexual orientation, race, color, national origin and religion. Our organization will ask questions about how you identify. We ask these questions of all individuals we serve so that we can understand the needs of the community and help identify the best services available. This information will be shared with our funders; however, your name or any other personally identifying information will not be shared. All of your answers will be protected and confidential. You are not required to answer questions and will not affect your ability to receive services.*

The basic information that should be requested is as listed below. The required information that organizations should also be reporting/ recording is listed in the table below as if it is a VOCA or FVPSA requirement or an additional recommendation.

- ☐ First and Last Name or an Assigned Agency Number that the agency can use to identify the client's first and last name.
- ☐ Client MAVIS or Identification Number
- ☐ In-take Date
- ☐ Signature of Advocate who assisted with the Intake
- ☐ Date of Birth or a place to track the client's age
- ☐ Age group at the time of the victimization
- ☐ Client issue or victimization type
- ☐ Services provided

Appendix E: Sample Policies

The following policies were created by SDVS as examples of compliant policies based on requirements detailed in this document. Please note, it is not required that your policies look identical to these. These sample policies are meant to be used as a tool if your organization is needing assistance developing a new or updated an old policy.

Any questions or concerns should be directed to SDVS.

SAMPLE - Hotel/Motel Agreement

This Agreement sets forth the terms and conditions between the **(Motel/Hotel Name)** and the **(Agency Name)**, as defined below:

A client of the **(Agency Name)** is temporarily staying in your motel. It is of upmost importance that the name and location of the client be kept confidential, as well as the association of the client with **(Agency Name)**. In an attempt to maintain the safety and confidentiality of the client, as well as their identity, **(Motel Name)** agrees:

- The client's real name will not be used. All room reservations, billing and correspondences etc. will be put under the **(Agency Name)** only.
- An agreed upon password between the hotel management and **(Agency Name)** administrative staff will be used when reserving a room.
- All reasonable attempts will be made to keep information regarding this guest, their family and their situation confidential. Information about the client should only be shared with hotel personnel on an "as needed basis".
- I understand this agreement is between myself, as the authorized representative of this hotel, and the staff of the **(Motel/Hotel name)**
- I agree **(Agency Name)** is not responsible for damages or actions if any, caused by this individual or their minor children. Any damages will be the responsibility of the guest.
- Agreed upon room rate of_____will be paid by **(Agency Name).**
- The client's length of stay will be determined by the **(Agency Name).**

_____

Hotel/Motel Representative signature, title **(should be a manager or owner)** and date:

_____

Agency Representative signature, title and date:

SAMPLE - Client's Rights and Responsibilities

As a client of **(Program Name)** you have certain rights and responsibilities. Your rights as a client of **(Program Name)** include but are not limited to:

- You have the right to be treated with respect and treated as an adult.
- You have the right to be treated without discrimination (could add on the basis of your age, disability, gender, race, color, national origin, religion, or sexual orientation) by everyone who works and lives here.
- You have the right to access resources regardless of income, education, marital status or sexual preference.
- You have the right to have your presence at **(Program Name)** kept confidential.
- You have the right to only share as much information as you feel comfortable sharing. Information you share will be kept confidential. (or you have the right to choose what information you wish to share, whom you wish to share it with and how it will be used.)
- You have the right to request and expect assistance from an Advocate.
- You have the right to be heard.

- You have a right to know the purpose of the shelter guidelines.
- You have to right to use or refuse any services or resources. You have the right be informed of all services available to you.
- You have the right to review your file during agency business hours.
- You have the right to receive services that are specific to your individual needs.
- You have the right to file a grievance without discrimination or reprisal. The agency's grievance policy is available from any advocate.
- You have the right to make your own decisions and set your own goals for you and your children.
- You have the right to safety and to live without the threat of violence.
- You have the right to privacy.
- You have the right to a healthy, sober and drug free environment.
- You have the right to return to your abuser without giving up any other rights.
- You have a right to receive services in a language that you understand.

Your responsibilities as a client include:

- To let an Advocate know what you and your children's needs are.
- To let an Advocate know if you or your children's needs are not being met.
- To keep confidential the name and information of any other clients you meet or see while at **(Program Name).**

Clients residing in shelter have the additional responsibilities:

- To follow shelter rules.
- To respect the shelter facility.
- To respect other resident's privacy.
- To stay sober and drug free while at_____.

SAMPLE - Limited English Proficiency (LEP) Policy

No client will be denied services based on LEP. **(Program Name)** will take every reasonable measure to ensure access to all services provided by **(Program Name)** for LEP clients. An LEP client will be identified upon intake based on interactions with staff members. LEP includes not only verbal but written English proficiency. If a client speaks English but does not read English and written materials are not available in the language they read proficiently in, then all written materials will be read to the client. If the client does not speak English proficiently then the language of choice will be identified through the use of "I speak" cards (or your agency can identify other options as well – "I speak" cards are just one idea). Once the language is identified (Agency Name) will take the following steps to assist the client: (keep in mind these steps may be different for different locations)

- Contact a staff member who speaks the language
- Contact a translator
- Use the translator service (name the service)

The client will not be required to pay for any translator assistance in order to receive services.

Another client or a family member of the client will not be used as a translator for sensitive materials.

All staff will be trained in how to access the appropriate translator services in our area. (Provide an explanation of how your agency will train staff.)

If our service area has a language spoken by 5% or more of the members of the community served, then signs in those languages will be placed in the main office areas informing clients about the steps (Agency Name) will take to assist them. We will also make an effort to include in outreach materials that language services are available.

As our community grows and evolves **(Program Name)** will continue to reevaluate the services available to LEP clients and ways to expand or improve those services.

SAMPLE - Emergency Relocation Assistance Policy

This policy is intended to assist shelter residents as they move out of shelter and/or current service participants who have recently moved out of shelter into securing permanent housing. Applicants are eligible to receive assistance if they are currently receiving services from **(Program Name)**. Those services must have been for assistance from domestic violence, sexual assault, stalking or dating violence. The assistance is to be paid directly to the vendor, landlord or the property management firm.

This policy will cover housing/relocation assistance for needs such as security deposits, first or last month's rent and/or utility deposits. All applicants are required to contact **(Program Name)** advocate or staff member to determine eligibility for assistance. **(Program Name)** will make every effort to preserve confidentiality but all applicants who wish to apply for assistance, will need to sign a release of information to able to process the request.

Persons will be able to access this assistance only after all other services and resources have been exhausted and the following form has been completed. These requests must be approved by at least one Board Member authorized to sign checks and the Director. All requests for assistance are dependent on the funds available at the time of request. The maximum amount available per applicant is $1,000 for the year. **DEPOSITS ARE NOT ALLOWED UNDER SDVS FUNDING.**

Name_____Contact Number _____

Address_____

I am a current resident of **(Program Name)** ☐ Yes ☐ No

☐ I am fleeing a violent situation and that is why I am requesting these services.

☐ I am in need of this assistance and without it, I would become homeless. The assistance I need is:

☐ Rental Expenses $_____ ☐ Heating Fuel $_____

☐ Electricity Expenses $_____ ☐ Utility Expenses $_____

☐ Telephone Expenses $_____ ☐ Moving Expenses $_____

☐ Storage Unit for up to 30 days $_____ **TOTAL REQUESTED $_____**

I understand that by applying for the assistance listed above; (Program Name) will need to share my information necessary to provide assistance. I have completed a Release of Information Form pertaining to this. I also have contacted all other resources that may be available, and all other options have been exhausted. The following page will have the information for documentation as record of receiving this assistance.

_____ _____

Signature **Date**

☐ Approved ☐ Denied ☐ Approved ☐ Denied

_____ _____

Director Signature Date Board Member Signature Date

Amount Paid $_____ Payee/Vendor _____

Mailing Address _____

Description/Service _____ ***Attach Corresponding Documentation***

Amount Paid $_____ Payee/Vendor _____

Mailing Address _____

Description/Service _____ ***Attach Corresponding Documentation***

Amount Paid $_____ Payee/Vendor _____

Mailing Address _____

Description/Service _____ ***Attach Corresponding Documentation***

SAMPLE – Fiscal Policy

1. **Operating Procedures**
   - The ***organization***'s operating fiscal year shall be January 1st through December 31st.
   - The Executive Director shall develop the annual budget for the following fiscal year and present to the Board of Directors at the last Board meeting of the calendar year. The annual preparation shall be a formal written budget of expected revenues and expenses that are reviewed and approved by the governing body annually.
   - Quarterly financial statements will be provided to the ***organization***'s Board of Directors at least one week in advance with to the corresponding monthly Board meeting. Year-end financial statements are to be provided to the Board of Directors at least one week prior to the meeting that will establish the following year's budget.
   - Financial statements will be reviewed and approved by the Board of Directors during meetings and will be noted in the minutes. It will be noted who has approved the financial statements by roll call vote.

2. **Bill Pay**
   - All expenses should be prepared with a corresponding invoice and/or supporting documentation for the expense.
   - The voucher should be approved by the Executive Director prior the writing of the check.
   - Payment of bills online is allowed and should be supported in the same way as hard copy checks with voucher approval and supporting documentation.
   - Auto-bill pay should only be allowed if other payment options are determined to be less efficient as determined by the Executive Director.

3. **Check Writing**
   - All checks will require two signatures by authorized individuals up to $2,500.00 and
     - Amounts over $2,500.00 must be approved by the Board prior to payment.
   - The Executive Director has expenditure approval up the parameters set by the annual operating budget approved by the Board of Directors.
   - Each year during the meeting of the Board of Directors when the annual budget for the following year is being developed, the Board will designate at least two additional individuals that will have the authority to be the second signer for check writing.
   - The use of signature stamps is strictly prohibited, and all signatures must be wet ink signed.
   - The Executive Director will ensure that all necessary documentation is prepared and submitted with the supporting voucher when sent for the second signer's signature.
   - Request for reimbursement for purchases made by the Executive Director which were made at his/her personal expense must be approved and signed off by a Board member who has check signing authority.
     - The Executive Director is prohibited from signing any check made payable to him/her.
   - Under absolutely no circumstances will a blank check be made to cash.
   - The ***organization*** requires that checks be written in numerical order.
   - Checks that have been voided will be maintained and logged as such. The voided checks will be kept in the locked file cabinet in the office.

4. **Accounting System**
    - The financial records of the ***organization*** are to be maintained using a cash basis of accounting.
    - The Executive Director will act as the primary fiscal contact and financial manager unless otherwise designated by the Board of Directors.
    - Each funding source is entered into the accounting system utilized (QuickBooks) with each funding source's budget amount entered with allowable costs from the ***organization*** attached to each grand budget item.
    - The accounting system will also track the ***organization***'s chart of accounts and only the Executive Director with Board's approval has the authority to make changes.

5. **Segregation of Duties/ Internal Controls**
    - Financial duties and responsibilities must be separated so that no one individual has sole control over cash receipts, disbursements, payroll, reconciliation of bank accounts and statements, etc. as follows:
        - The check signers must not be the individual whom the check is designated to.
        - Bank statements should be reconciled by someone other than the check signer.
        - Deposit documentation and reconciliations are prepared by a person and signed off by another individual who does not have check writing authority.
        - Deposits must be completed at least weekly to the bank designated by the Board of Directors where the ***organization*** has an account. If revenues exceed $1,000 a deposit will be made sooner.
    - Bank statements will be reconciled within 30 days of receipt of the bank statement.

6. **Petty Cash Fund**
    - The ***organization*** does not utilize a petty cash fund.

7. **Credit/ Debit Card**
    - The ***organization*** will only issue credit cards for business related purchases after that individual and circumstances regarding the card use have been approved by the Board of Directors.
    - The maximum monthly amount is $500 unless otherwise approved by the Board of Directors.
    - All expenditures must be pre-approved by the Executive Director and if the amount is above $500, the expenditures must be pre-approved by a member of the Board.
    - Personal expenditures are strictly prohibited.
    - All receipts are to be submitted for review with appropriate supporting documentation regarding the expense.
    - The ***organization*** does not have debit cards.

8. **Money Handling (Cash Management)**
    - All monies and deposits will be recognized, totaled, balanced and transported to the appropriate banking facility.
    - ***Organization*** shall maintain records that clearly show the source and amount of

contributions being reported as match. The following should also be reported:
    - Period of time for which such contributions were allocated;
    - Basis for determining the value of person services, materials, equipment, and space and facilities;
    - Volunteer services shall be substantiated by the same methods used by the ***organization*** for its paid employees (generally, this should include timesheets substantiating time worked).
- Actual and budgeted expenditures are to be analyzed. This shall be reviewed during the monthly reconciliation. If the actual expenditures are found to be 10% higher than the budgeted, the Board of Directors shall be informed and will address. It is up to the discretion of the Board for what the following course of action may be to ensure total costs do not exceed the amounts budgeted for the entire grant period.
- If program income shall be acquired, the income will be utilized prior to requesting reimbursement of funding.

9. Purchasing Policy

- Incoming invoices will be logged and inventoried against the vendor invoice by the designated staff person and delivered to the staff person who initiated the purchase for his/her review of the inventory against the purchase order. Any discrepancies must be resolved prior to submitting any payment request.
- All invoices and receipts must be signed by the purchasing/ordering staff person with a brief description of the purchase purpose and program purchased for.
- If there is an unbudgeted for purchase, depending on the amount, the Board of Directors may need to give approval.
- For purchases higher than $5,000; at least three bids are required. The bids will be reviewed by the Executive Director and proposed to the Board at the next meeting for approval.

10. Donation Policy

- Donations of both cash and in-kind are accepted.
- When donations are received, there are to be documented in the Donation Log immediately after the donation is received. The Executive Director will review the log weekly and enter donations into the ***organization***'s accounting system.
- It is crucial that reasonable dollar amounts are determined and associated with donations.
- If there is a large inventory of donations or donations are in poor shape or sanitary condition, refusal of donation(s) is allowable. If a donation is refused, staff will send a card to the donator apologizing for refusal of donation but thanking for the support of the ***organization.***

11. Audit Requirements

- Audits are performed in accordance with Federal 2 C.F.R. Part 200 and SD State requirements for fiscal years with federal/state expenditures of $750,000 or more.
    - If an audit is required, audits shall be completed and filed with the Department of Legislative Audit by the end of the nine months following the end of the fiscal year being audited.
- Federal audit reports are to be submitted to the Federal Audit Clearinghouse (FAC) within 30 days after receiving the report or nine months after the fiscal year end,

whichever comes first. https://harvester.consus.gov/facweb

- The ***organization*** shall be responsible for payment of any and all audit exceptions which are identified by the State.
- The ***organization*** may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.
- The books and records of the ***organization*** must be made available if needed and upon request at the ***organization***'s regular place of business for audit by personnel authorized by the State.
- The State and/or federal agency has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

12. Matching/ Cost Sharing

- Verifiable from the recipient's records. Supporting documentation for in-kind, donations and interest income.
- Must be necessary and reasonable for proper and efficient accomplishment of the project or program objectives.
    - Are local government/private foundation requirements being adhered to?
- Not paid by the federal/state government under another award (except where authorized by federal/state statute to be used for cost sharing or matching).
- Allowable and provided for in the approved budget. Are terms/provisions of contract being followed?

13. Allowability of Costs

- To be allowable under a federal/state award, costs must be reasonable, allocable and adequately documented.
    - Is there a process in place to examine costs to determine if only allowable expenses are charged to state/federal funding sources?
- A cost is ***reasonable*** if it does not exceed what a prudent person would incur under similar circumstances.
- A cost is ***allocable*** to a federal/state award to the extent the goods or services benefited the organization.
- A cost is ***necessary*** to a federal/state award to the extent that is incurred to operate the business and perform the services for which the award is granted.
- A cost is ***adequately documented*** if it is supported by accounting records and source documentation such as purchase orders, vouchers, invoices, receipts, payroll allocation reports, payroll summaries, timesheets, etc.

14. Property Policy

- Furniture and Equipment Form is required to be completed for furniture and equipment purchased with Victims' Services funds.
    - Additionally, the Victims' Services Program must give prior approval for the disposal of furniture and equipment purchased with Victims' Services funds.
- Property records be maintained to include a description, cost, purchase date, source of funding, location and condition of each property item.
- Periodic physical inventories be taken and reconciled to the property records no less frequently than every other year.
- Property purchased with Government funds to be tagged/identified as such.
- Property to be safeguarded to prevent loss or theft. This will be protected by a yearly inventory conducted by the Executive Director and referenced against the prior year's inventory. If loss or theft is suspected, the Board of Directors shall be notified

immediately.

15. Surplus Property

- Staff shall consult with the Executive Director and decide the best method for disposal of surplus or obsolete property.
- The disposal method and information will documented by the Executive Director.
- If the item or equipment was purchased with funds from Victims' Services, the Victims' Services Program must give prior approval for the disposal of furniture and equipment that was purchased with said funds.

16. <u>Travel Reimbursement</u>

- Work related travel must have prior approval. For work related travel the following applies:
  - Transportation for the use of vehicles while on official business shall be paid at the current rate as listed on http://gsa.gov per mile. Gas receipts and applicable mileage logs are required to be submitted for mileage reimbursement.
  - Airline tickets can be reimbursed for commercial air travel.
    - ❖ No upgrades of any sort will be reimbursed;
    - ❖ All original itemized receipts must be attached to the travel payment detailed voucher/request;
    - ❖ All original airline tickets (stubs), boarding passes, itineraries and e- stubs should be submitted as documentation;
    - ❖ Baggage fee receipts for both departure and return flights must be attached for reimbursement of those fees.
  - Hotel/motel use will be reimbursed at an approved rate that is within reason.
    - ❖ If hotel/motel is requested/ submitted for reimbursement for traveling to a conference/training, it is expected that hotel/motel the training is conducted at will be utilized as there is normally a negotiated/reduced rate.
    - ❖ If the conference hotel/motel is not an option, the organization must provide an explanation as to why that option was not utilized.
  - Transportation to and from the airport for training and work-related travel is allowable within reason.
  - When requesting meal reimbursement, alcohol and tips are not allowable for reimbursement.
  - A traveler shall be reimbursed for meals when traveling on organizational business outside of the ***organization***'s service area. Meal allowances are calculated using the following schedule:

Meals	Leave	Return
Breakfast	5:31 am	7:59 am
Lunch	11:31 am	12:59 pm
Dinner	5:31 pm	7:59 pm

17. <u>Payroll Payment Process</u>

- The distribution of salary and wages charged to federal/state awards be based on actual

employee activity as reflected in personnel activity reports (timesheets), prepared after-the-fact, that include the total activity for which employees were compensated.

- Timesheets to be certified as accurate by both the employee and a supervisor familiar with the employee's activities.
- Timesheet's are to be signed and submitted to supervisor for review and approval on the last day of the pay period.
- The ***organization*** utilizes primarily direct deposit unless otherwise requested by the employee.
- If a pay day falls on a holiday, the pay day will be the last business day prior to the holiday.
- Under no circumstances may an employee receive their paycheck early or an advance without prior Board of Director approval.

SAMPLE - Conflict of Interest Policy

The purpose of this Conflict of Interest Policy is to require accountability of those involved and/or representing the organization. It is also to protect the organization's interest in decisions that may benefit the private interest of one of its individuals.

Interest means any commitment, investment, relationship, obligation, or involvement whether financial or otherwise, direct or indirect, that may influence a person's judgment, including receipt of compensation or financial gain from the organization.

A ***conflict of interest*** is present when an individual is in a position to gain personal benefit from actions or decisions made in their capacity as an individual of the organization.

GENERAL

CONFLICTS OF INTEREST

1) No individual shall use or attempt to use their position with the organization for private economic gain or that of any special business interests which they are associated with.

2) Individuals of the organization must avoid any action whether or not specifically stated, which could result in or create the appearance of:
    a) Using the organization's authority for private gain;
    b) Giving preferential treatment to any special interest, organization, or person;
    c) Impeding on efficiency or financial interests of the organization;
    d) Making organizational decisions outside of official channels; and/or
    e) Adversely affecting the confidence of the organization and its integrity.

USE OF CONFIDENTIAL INFORMATION FOR PRIVATE GAIN

No individual shall use or disclose confidential information gained in the course of their relationship with the program for furthering their own economic and personal interest or that of anyone else.

PROCEDURES

1. ***Duty to Disclose***
   Each individual associated with the organization shall disclose to the Board of Directors all material facts and information regarding his or her possible conflict of interest promptly upon learning of the possible conflict.

2. ***Determining Whether a Conflict of Interest Exists***
   Once a possible conflict of interest has been disclosed to the Board of Directors, it is up to the discretion to the Board of Directors to determine if a conflict does exist. It shall be voted upon by the Board if a conflict of interest exists and propose action for addressing the conflict.

Procedures for Addressing the Conflict of Interest

After due diligence has been exercised in reviewing the potential conflict, the governing board shall determine whether the organization can obtain with reasonable effort a more preferable arrangement from a person or entity that would not produce a conflict of interest.

If an alternative arrangement is not possible, the governing board by a majority vote will determine a more preferable arrangement is not possible and determine if the organization will enter the proposed arrangement.

Disciplinary Action

If the organization has reason to believe an individual has failed to disclose actual or potential conflicts of interest, it will inform the individual and allow him/her the ability to explain the alleged conflict and reason for non-disclosure. If the organization still has reason to believe a conflict of interest exists after the alleged conflict is explained, corrective/disciplinary action may entail.

SAMPLE - Timesheet

Time Card Staff Member: Sample Individual

Pay Period: 10/17/21 - 10/23/21

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Pay Period Total
Date	10/17/21	10/18/21	10/19/21	10/20/21	10/21/21	10/22/21	10/23/21	
Time In		8:00 AM	8:00 AM	8:00 AM	8:00 AM			
Time Out		12:00 PM	12:00 PM	12:00 PM	12:00 PM			
Time In		1:00 PM	1:00 PM	1:00 PM	1:00 PM			
Time Out		5:00 PM	5:00 PM	5:00 PM	5:00 PM			
Time In								
Time Out								
Regular Hours		8.00	8.00	8.00	8.00			
Overtime Hours		0.00						
Holiday						8.00		
Sick								
Vacation								
Admin								
Daily Total	**0.00**	**8.00**	**8.00**	**8.00**	**8.00**	**8.00**	**0.00**	**40.00**
VOCA		4.00	2.00	6.00	5.50			
FVPSA		1.50	2.00		0.75			
STOP			0.25					
SASP		0.75	0.50					
DASA			2.25	2.00				
United Way		1.75	1.00		1.75			
Donations								
Foundation								
Holiday						8.00		
Sick								
Vacation								
Admin								
Daily Hours Total for Comparison	**0.00**	**8.00**	**8.00**	**8.00**	**8.00**	**8.00**	**0.00**	**40.00**

I declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

Sample Employee Name

Employee Signature

Sample Employee Name

Employee Printed Name

10/22/2021

Date

Sample Supervisor Name

Supervisor Signature Approval

Sample Supervisor Name

Supervisor Printed Name

10/26/2021

Date Approved

SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
prevention protection enforcement

Attachment 10

EQUIPMENT/FURNITURE PURCHASES PAID BY VICTIMS' SERVICES

Agency Name: _____

Agency Address: _____ Phone Number: _____

Description of Property: _____

_____

_____

Identifying Number: _____

Identification or Title Holder: _____

_____

Acquisition Date: _____ Equipment Costs: _____

Cost and Percent of Victims' Services Grant Funds Supporting the Purchase:

	Total Cost	Percent to Grant	Grant Cost
VOCA	$_____	%_____	$_____
FVPSA	$_____	%_____	$_____
STOP	$_____	%_____	$_____
DASA	$_____	%_____	$_____

Location, Use and Condition of the Property: _____

_____

When furniture/equipment is purchased with Victims' Services grant funds, this form must be completed and submitted to Victims' Services along with your agency's monthly financial drawdown.

SOUTH DAKOTA VICTIMS' SERVICES
Department of Public Safety
118 West Capitol Avenue
Pierre, SD 57501-2291
Phone: 605.773.5884 or
800.696.9476 (in-state only)
FAX: 605.773.4085

Appendix G: Match Donation Value Guide

Most of SDVS grant programs require agencies that receive funding to "match" that funding with additional dollars or in-kind resources. Matches must be a contribution of non-federal dollars, in-kind services, or a combination of both. Additional information about match requirements can be found in the DOJ Grants Financial Guide.

Programs may not use federal funds from other programs to meet match requirements. However, State or local funds, or funds contributed by the private sector, may be used as match. **The exception to this is that DASA funds cannot be used as match.**

- Cash, goods, services, or in-kind time used to match one federal grant may not be used to meet match requirements for another federal grant.
- In-kind match consists of donations to support services and activities that are not cash, such as furniture or equipment that can be quantified in dollars.
    - It can also be the value of time contributed by volunteer professionals, technical personnel, and other skilled and unskilled labor, if the services they provide are an integral and necessary part of grant-funded services and activities.
    - The value placed on donated services must be consistent with the rate of compensation for similar work paid for by the program.
    - SDVS has set a volunteer rate to be determined as match at $23.94/hour. This is for individuals who provide crisis line coverage or volunteer services during non-office hours and those individuals who provide unskilled labor. No payroll taxes or benefits calculated off of this rate may be claimed as match.

All funds designated as match are restricted to the same use as the federal grant funds they are matching. For example, a program may match a SDVS grant with funds that are used to provide direct services to victims, but not with funds that are used for administration of programs, lobbying, etc. **Volunteer time spent on administrative duties, as well as time donated for fundraising cannot be used as match.**

Programs must maintain records that clearly show the source, amount, and period during which the match was allocated. SDVS requires monthly reporting and drawdowns for grant-funded activities, so match should be calculated and reported monthly. The basis for determining the value of personal services, material, equipment, and space and facilities must be documented. Volunteer services must be documented and supported using the same methods the agency uses to track and report time of its paid employees.

Examples of allowable match contributions include, but are not limited to:

- Cash – the value of direct expenses for grant-funded services and activities.
- Volunteer Professional and/or Personal Services – services must be necessary to the grant-funded activities and the value of volunteer time must utilize a rate of no more than $23.94 per hour.
- Donated Materials/Equipment – the value claimed for donated items may not exceed their fair market value. ***A Donation Value Guide has been included for reference of calculating donated materials.***
- Space and Facilities – the value claimed for space and facilities may not exceed the fair market rental value of a comparable space and facilities in the same locality; if claiming match for space and facilities, the space and facilities cannot be owned by the agency receiving the SDVS grant funds. SDVS Combined Grant Application Instructions.
- Discounts (applies only to Counseling Agencies) – the discounts or reductions in the cost of provider services must be valued as the difference between the rate the agency paid and what the provider's nominal or fair market rate is for his/her service.

It is crucial to ensure proper documentation is maintained in regard to match contributions. When documenting donations that are received for in-kind match, the program must provide SDVS with an itemized donation list verifying how the amount being reported was determined. If the program does

not have a document or form it is currently using, please contact SDVS and one can be provided. An example of what is being requested to be provided for documentation is below.

If a brand-new item is donated, the program should maintain the receipt, tag or other verification of original purchase price. Another acceptable form of documentation would be photographing the item with the tag on it with the price easily visible.

Victim's Services Donation Log					
Date	Individual Donating	Quantity	Item	Size	Approximate Value of Donation
00/00/0000	John Doe	1	Blanket		$ 10.00
00/00/0000	John Doe	5	Towel		$ 15.00
00/00/0000	Jane Doe	1	Bed	Full	$ 125.00
		7			$ 150.00

Additional Resources/ References:

- 2 CFR §200.306 Cost sharing or matching
- National/State Value of Volunteer Time

Appendix H: ADAP Victim Tracking Tool (AVTT) Service Definitions

The AVTT has a number of categories and services that are tracked for services provided to clients. The below was developed to better define what services should be under each category.

Category	Service	Definition	Examples of Providing Service			
Information & Referral	Criminal Justice Process Info	Providing information to victims at any point in the legal process relating to the victim's involvement in the criminal prosecution of the offender(s)	Update on court hearing(s)	Offender's status during trial	Explaining grand jury process	Court report writing by CASA volunteers
	Victims' Rights Information	Providing information to victims regarding their rights as a victim of of a violent crime	How to obtain notifications for the court (SAVIN)		Mary's Law	
	Referral to Other Victim Services Program	Referring a victim to other programs that specifically assist victims of violence	Referral to Victim Witness Assistants (SAO), FBI, etc.		Referral to other Domestic Violence shelters	
	Referral to Other Services/ Support/ Resources	Referring a victim to other programs that are not specific to victims of violence	Referral to legal services or legal advisors	Referral to medical personnel, counseling or faith-based programs	Any agency or outside service provider a victim is referred to for services not provided by your program	

Category	Service	Definition	Examples of Providing Service			
Personal Advocacy/ Accompaniment	Advocacy/ Accompaniment to Emergency Medical Care	Assisting a victim to receive medical care as a result of the abuse	Calling a medical professional on their behalf	Providing transportation to the ER	Attending a medical appointment with the victim	This does not include accompaniment to the medical facility for a forensic examination or sexual assault examination as that is tracked separately
	Advocacy/ Accompaniment to Medical Forensic Exam	Assisting a victim receive a medical forensic exam	Providing advocacy, accompaniment and support at a healthcare facility to help a victim understand their rights, what to expect during the forensic examination, what resources are available in the aftermath of the victimization.			This is a services that is only provided to the direct victim of a crime and not a significant other.
	Advocacy/ Accompaniment to Law Enforcement Interview	Assisting a victim make a report to law enforcement	Calling law enforcement on behalf of the victim to make a report	Talking with law enforcement on behalf of the victim	Accompaniment with the victim during an interview for law enforcement reporting	Education about resources in the aftermath of the victimization
	Individual Advocacy - Adult	Assisting victims in securing rights, remedies, and services from other agencies (can be for both adult and child/ youth)	Assistance in applying for public benefits or assistance	Assistance in obtaining belongings from previous residence	Includes faxing, emailing, call or in-person contact with another agency for the benefit of the victim	Advocacy for children designed to help the child obtain needed resources or services such as advocating a change of schools and would also include guardian ad litem services
	Individual Advocacy - Child/ Youth					
	Medical or Non-medical Forensic Exam or Interview					
	Medical Evidence Collection					
	Intervention with Employer	Advocating on behalf of the victim for their job, home or apartment, credit or education	Advocating in the form of phone calls, emails, verification of services, or in-person	Actions designed to assist victims with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders, developing budgets, managing financial assets or making major purchases such as a home or auto, filing tax returns, etc.		This would include accompanying or advocating for the victim in any meetings with agencies listed but not limited to those agencies
	Intervention with Creditor					
	Intervention with Landlord					
	Intervention with Academic Institution					

Category	Service	Definition	Examples of Providing Service			
Personal Advocacy/ Accompaniment	Child or Dependent Care Assistance	All activities related to referring, providing, and/or securing childcare within the program or to an outside agency	Any type of coordination of childcare services (referral, call, fax and email)	Calling 211 for childcare list and then receiving referrals	Caring for the adult victim's children (in-shelter or drop-in)	Includes providing childcare or assisting with child care in order for the victim to attend counseling or other appointments that pertain to the victimization
	Transportation Assistance	All activities related to providing victim transportation services	Separate service provided for each bus pass received	Providing transportation via program owned vehicle	Cab or taxi paid for by program	Includes coordination of transportation
	Interpreter Services	Assisting a victim with language assistance resources	Accompanying a victim with an interpreter	Setting up or coordinating interpreter services on behalf of the victim		This excludes using a bilingual advocate employed by the agency
	Immigration Assistance Advocacy	Providing victims with assistance regarding special visas, continued presence applications and other immigration relief	Includes accompanying a victim to naturalization or other related immigration hearings/ meetings		Referrals to immigration agencies/ services	All activities related to assisting victims with their immigration status

Category	Service	Definition	Examples of Providing Service			
Emotional Support or Safety Services	Crisis Intervention	In-person crisis intervention, emotional support and guidance by staff. May occur during or after a traumatic event or be ongoing.	Drop-in or any outreach; including court, rural, ER	On-on-one case management meetings; participating in safety plan meetings or family meetings	Working with a victim to examine the impact of the crime; identifying needs, developing a plan of services and resources required to respond to victims' needs	At the first in-person contact between a counselor and victim includes meeting the victim in an ER, at a police station, at a residence, at a district attorney's office, etc.
	Hotline/ Crisis Line Counseling	Telephone contact with a victim in which guidance, emotional support, information and referrals are provided. Calls concerning donations or media relations are not counted.	Initial phone calls from a victim or professional or victim's family or friends			First phone contact with a new victim
	On-scene Crisis Response	Going on-scene with assistance from law enforcement or request from law enforcement to be present				
	Individual Counseling - Adult Individual Counseling - Child	On-on-one counseling provided by licensed Therapists; can be adult or child/ youth sessions	Mental health counseling	Child development counseling		Intensive professional psychological/ psychiatric treatment
	Support Groups (Facilitated or Peer) - Adult Support Groups (Facilitated or Peer) - Child/ Youth	Support groups; can be facilitated by licensed Therapists or peers; can be adult or child/ youth sessions/ groups	Women's Support Groups		Men's Support Group	LGBTQ Support

Category	Service	Definition	Examples of Providing Service				
Emotional Support or Safety Services	Emergency Financial Assistance	Cash assistance for transportation, food, clothing, etc. This includes vouchers or items given to the victim that assists them financially. Assistance must be provider directly to vendor and cash will not be provided to victim	Items purchased specifically for victims but not food for personal residence (personal hygiene, clothes, etc.)	Food, diapers, bus tickets, and transportation for non-shelter victims; gas or phone cards; past due rent or utility bills	Changing windows and or locks or other forms of security	Durable medical equipment if damaged due to the crime or victims had to leave them behind and cannot be funded through an alternative source within 48-hours of the crime	Employment counseling (designed to assist victims in obtaining employment, coaching on career options, job searches, resume writing, marketing, job interviews, and preservation of employment including accompanying a victim to an unemployment hearing
	Other Therapy	Any type of therapy session that is not categorized as individual or support group	Traditional, cultural or alternative healing	Trauma-Recovery Focused Yoga; equine therapy; substance abuse treatment if determination can be made that substance abuse is the direct result of victimization		. Art, writing or Play Therapy	Couples, family members designed to meet the needs of crime victims
Shelter/ Housing Services	Emergency Shelter or Safe House	Temporary emergency housing provided to victim and families following victimization	In-shelter housing				
	Transitional Housing	Housing that is provided to victims of crime between emergency and permanent housing designed to promote self-sufficiency and work towards long-term economic stability					
	Relocation Assistance	Also includes assistance with obtaining housing	Referrals to housing agencies, landlords, or giving lists. Also includes completing forms and applications to assist victim obtaining or preserving housing	Setting up apartment inspection	Contacting landlord regarding move-in day, process or paperwork required	Setting up moving assistance	Expenses associated with relocating victim to new area
	Unmet Request for Shelter	victim requests shelter services and are unable to be provided					

Category	Service	Definition	Examples of Providing Service				
Criminal/ Civil Justice System Assistance	Notification of Criminal Justice Events	Providing victim with updates on their case	Information on their case status, court proceedings or case disposition	Notification of offender arrest or release	This may be conducted in-person, by phone or in writing.	Applicable if a CASA is working with older youth who plan to appear at court hearings	
	Victim Impact Statement Assistance	Assistance in preparation of a statement that details the physical, psychological and economic effects of the crime on the victim and the victim's family	Includes reading the victim impact statement on the behalf of the victim if victim or court requests the advocate, volunteer or witness coordinator to do so			Assisting victim in compiling impact statement	
	Assistance with Restitution	Assisting victim with restitution	Assistance in requesting and collection restitution	Assistance when collection efforts are not successful		Assisting victim with compiling expenses incurred as a result of the crime	
	Assistance Obtaining Protection/ Restraining Order	Assistance in obtaining Order for Protection (OFP) and/or restraining orders	Includes informing victims about an OFP or providing the paperwork	Dropping off the OFP, calling or receiving calls regarding OFP from law enforcement or Clerk of Courts	Each individual listed on the OFP would receive the service (including children)	Track time spent on Order for Protection in service	Preparing for a hearing and accompanying a victim to a OFP hearing, administrative hearing or other civil court proceeding
	Assistance with Family Law Issues	Assisting a victim with custody, visitation, or obtaining child support	Providing victim with the paperwork or referral to another agency		Civil legal services provided by an attorney as it relates to family law; may include but are not limited to custody, visitation, or support linked to the victimization		
	Other Emergency Justice-Related Assistance	Civil legal advocacy	Assisting a victim with civil legal issues	Includes preparing paperwork and accompanying a victim to meetings with civil attorneys, an administrative hearing or other civil court proceedings	Does not include assisting a victim with obtaining a civil protective order.	Includes accompanying a victim to an administrative hearing such as Social Security, TANF, or a food stamp hearing.	
	Immigration Assistance	Assistance by attorney	Attorney provided actions assisting victims with U Visas and T Visas.		Includes assistance with special visas, continued presence application and other immigration relief.		
	Prosecution Interview Advocacy/ Accompaniment	Assistance with prosecuting attorney	Accompaniment with victim interview with prosecuting attorney			Subpoenaed for court and testifying on behalf of victim	
	Criminal Advocacy/ Accompaniment	Advocacy with the criminal justice system; assisting a victim with criminal justice and juvenile justice proceedings	Includes notifying the victim of case status, hearing dates, plea agreements , and sentencing terms	Accompanying a victim to a criminal an/or juvenile justice court proceedings; CASA staff or volunteers attending court hearings	Advocacy with probation/ parole/ corrections	Supporting victims through sex offender management process	All other advocacy with the criminal justice system

Category	Service	Definition	Examples of Providing Service	
Criminal/ Civil Justice System Assistance	Other Legal Advice and/ or Counsel		Other legal advice and/or counsel provided by an attorney to victims of violent crimes.	Such legal services may include but are not limited to financial exploitation, housing disputes, public utilities termination, public benefit hearing/terminations, vacating/ expunge convictions or similar actions for victims of human trafficking; assistance in criminal proceedings to assert safety, privacy or other interests as victims
Assisted with Victim Compensation Application	Application Provided	Includes gathering needed paperwork for application		
	Assisted with Application Completion	Either by phone or in-person		
	Submitted Application on Behalf of victim	Assisted victim with mailing it in or personally completing for the victim		
	Other/ Unknown	Accompanying a victim to meetings and appeal hearings related to the crime victim compensation application/ benefits		

Appendix I: Quick Funding Guide

Category	Federally Funded Victims' Services Grant Programs				State-Funded Program
Personnel/Fringe Benefits	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Volunteer trainings ***Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers*	X	X	X	***NO***	X
Salaries of prosecutors, law enforcement officers or judges ***If paid to be handling cases involving violence against women. If they are not working full-time on VAWA cases, their time must be prorated*	***NO***	***NO***	X	***NO***	***NO***
Salaries, benefits, taxes and expenses for individuals assisting with **DOMESTIC VIOLENCE**	X	X	X	***NO***	X
Salaries, benefits, taxes and expenses for individuals assisting with **SEXUAL ASSAULT**	X	***NO***	X	X	X
Benefits prorated at the same rate as payroll ***Payroll taxes, health insurance, retirement, workman's compensation, unemployment insurance*	X	X	X	X	X
Coordination of activities that facilitate the provision of direct services ***Include but not limited to: crisis response teams, multi-disciplinary teams, coalitions to support and assist victims and other such programs, and salaries and expenses of such coordinators as long as it is for providing direct services*	X	X	X	X	X
Payment of salaries & expenses of supervisory staff on a project ***When SDVS has determined that such staff are necessary and effectively facilitate the provision of direct services.*	X	X	X	X	X
Payment of salaries & expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency and other working agreements	X	X	X	X	X
Contract for professional services not available within organization at a rate not to exceed reasonable market rate ***e.g., psychological/psychiatric consultation, legal services, interpreters*	X	X	X	X	X
Prorated share of liability insurance	X	X	X	X	X
Completing grant-required time and attendance sheets and programmatic documentation, reports and statistics	X	X	X	X	X
Collecting and maintaining crime victims' records	X	X	X	X	X
Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project	X	X	X	X	X
Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy, whether conducted directly or indirectly	***NO***	***NO***	***NO***	***NO***	***NO***

Personnel/Fringe Benefits	VOCA	FVPSA	STOP	SASP	DASA
Research and studies, except for project evaluation under § 94.121(j)	***NO***	***NO***	***NO***	***NO***	***NO***
Active investigation and prosecution of criminal activities ***The active investigation and prosecution of criminal activities, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims during such investigation and prosecution*	***NO***	***NO***	X	***NO***	***NO***
Any activities related to fundraising	***NO***	***NO***	***NO***	***NO***	***NO***
Salaries and expenses of management ***Salaries, benefits, fees, furniture, equipment and other expenses of executive directors, board members and other administrative (except as specifically allowed elsewhere)*	***NO***	***NO***	***NO***	***NO***	X
Provide victim assistance services to victims who are incarcerated ***In certain circumstances*	X	***NO***	X	X	X
Crisis intervention services	X	X	X	X	X
Accompanying victims to hospitals for medical examinations	X	X	X	X	X
Hotline counseling	X	***NO SA***	X	***NO DV***	X
Safety planning	X	X	X	X	X
Working with a victim to assess the impact of the crime	X	X	X	X	X
Identification of victim needs	X	X	X	X	X
Case management	X	X	X	X	X
Management of practical problems created by the victimization	X	X	X	X	X
Identification of resources available to the victim	X	X	X	X	X
Provision of information referrals, advocacy, and follow-up contact for continued services as needed	X	X	X	X	X
Peer support ***Activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information and emotional support*	X	X	X	X	X
Sexual Assault Nurse/Forensic Examine (SANE/SAFE) Programs	X	***NO***	X	***NO***	***NO***
Advocacy on behalf of the victim in legal proceedings	X	X	X	X	X
Interpreting for a non-witness victim who is deaf or hard of hearing with LEP	X	X	X	X	X
Providing childcare and respite care to enable a victim who is a caregiver to attend activities related to hearings/proceedings/medical appointments regarding victimization	X	X	X	X	X
Notification to victims regarding key proceeding dates ***Trial dates, case disposition, incarceration, parole hearings, etc.*	X	X	X	X	X
Assistance with Victim Impact Statements	X	X	X	X	X
Sexual Assault Response Teams (SART) ***SASP will allow if advocate position is funded by SASP and the advocate's time for attending meetings may be covered as part of the advocacy they provide*	X	***NO***	X	***DEPENDING***	X
Assistance with restitution advocacy on behalf of crime victim	X	X	X	X	X

Category	Federally-Funded Victims' Services Grant Programs				State-Funded Program
Rent & Operating Expenses ***Must be prorated when an item is not used exclusively for victim-related services or activities*	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Organizational expenses that are necessary and essential to providing direct services and another allowable victim services**	X	X	X	X	X
Funding the prorated share of audit costs	X	X	X	X	X
Cost of rent**	X	X	X	X	X
Cost of utilities**	X	X	X	X	X
Shelter supplies**	X	X	X	X	X
Office supplies**	X	X	X	X	X
Required minor building adaptations to meet the DOJ standards implementing ADA modifications	X	***NO***	***NO***	***NO***	***NO***
Advertising of services**	X	***NO SA***	X	***NO DV***	X
Insurance (Dishonesty/Fidelity bond; Directors and Officers; Professional; Liability; Property)**	X	X	X	X	X
Automobile Insurance**	X	X	X	X	X
Printing, photocopying and postage**	X	X	X	X	X
Courier service (PO Box renewal)	X	X	X	X	X
Brochures that describe available services	X	X	X	X	X
Books and other victim-related materials	X	X	X	X	X
Computer backup files/tapes and storage**	X	X	X	X	X
Security system**	X	X	X	X	X
Design and maintenance of websites and social media**	X	X	X	X	X
Indirect organization costs** *(Association membership fees and costs that are not readily assignable to a particular project*	X	X	X	X	X
Essential communication services such as web hosts and mobile device services**	X	X	X	X	X
Capital Expenses ***Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction*	***NO***	***NO***	***NO***	***NO***	***NO***
Organization owned vehicle repairs, insurance and licensing	X	***NO***	***NO***	***NO***	***NO***

Category	Federally Funded Victims' Services Grant Programs				State-Funded Program
Emergency Services Expenses ***Must be prorated when an item is not used exclusively for victim-related services or activities*	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Emergency food, shelter, clothing and transportation ***Emergency food is only those clients that are being transported or are in shelter - this should not be used to buy food for clients' personal homes and other resources such as food pantries or DSS should be utilized*	X	X	X	X	X
Window, door or lock replacement or repair; and other repairs necessary to ensure a victim's safety	X	X	X	X	X
Gift cards, gas cards or grocery cards/vouchers ***Programs **MUST** have a policy in place and adequate fiscal controls regarding the use including tracking and safeguarding of cards to ensure all items purchased with those cards are allowable under federal, state, and program regulations*	X	X	X	X	X
Individual counseling for victims	X	X	X	X	X
Relocation expenses ***Subject to any restrictions on amount, length of time and eligible crimes as set by State. (No deposits; can be for rent or utilities and has a $1,000/client/year cap)*	X	X	**Yes, for reasonable transportation costs to enhance woman's safety. Not for moving household goods.**	X	X
Childcare	X	X	X	X	X
Pay to move to a new house hold goods to a new location	X	X	***NO***	X	X
Mortgage expenses	***NO***	***NO***	***NO***	***NO***	***NO***
Rental assistance for victims** **$1,000 maximum per client per year **- DEPOSITS NOT ALLOWED**	X	X	X	X	X
Rental expenses for victims** **$1,000 maximum per client per year	X	X	X	X	X
Travel expenses for victims	X	X	X	X	X
Victim car repairs	***NO***	***NO***	***NO***	***NO***	***NO***
Utility startup costs for victims** **$1,000 maximum per client per year **- DEPOSITS NOT ALLOWED**	X	X	X	X	X
Utility expenses for victims** **$1,000 maximum per client per year	X	X	X	X	X
Compensation for victims of crime or reimbursement of crime victims for expenses incurred as a result of a crime	***NO***	***NO***	***NO***	***NO***	***NO***
Support services to children aged 0-10	X	X	***NO***	X	X

Category	Federally-Funded Victims' Services Grant Programs				State-Funded Program
Medical Services Expenses	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Capacity evaluations ***Particularly relevant for older victims of crime*	X	***NO***	X	X	X
Emergency Medical Equipment ***Such as wheelchairs, crutches, hearing aids, eyeglasses when other health care funding source is not reasonable expected to be available quickly enough to meet the victim's needs (typically within 48 hours)*	X	***NO***	***NO***	***NO***	***NO***
HIV/Preventative medicines ***Allowable on an emergency basis with the CVC program, victim's health insurance plan, Medicaid, or other healthcare funding source is not reasonably expected to be available quickly enough to meet the emergency needs of the victim (typically within 48 hours of the crime) for non-prescription medicine, prophylactics, or other treatment to prevent HIV/AIDS infection or other infectious diseases*	X	***NO***	X	***NO***	***NO***
Outpatient therapy and/or counseling ***Individual and/or group counseling; peer support groups*	X	X	X	X	X
Substance abuse treatment as long as the abuse is directly related to the victimization ***Provided by a person who meets the professional standards to provide these services in the jurisdiction in which it is administered*	X	***NO***	X	***NO***	***NO***
Medical supplies for forensic interviews ***table paper, otoscope covers, urine cups, gloves, etc.*	X	***NO***	***NO***	***NO***	***NO***
Medical care where otherwise allowed by provisions listed above	***NO***	***NO***	***NO***	***NO***	***NO***

Category	Federally-Funded Victims' Services Grant Programs				State-Funded Program
Legal Services Expenses ***Reasonably necessary as a direct result of the victimization*	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Assistance in divorce	X	***NO***	***NO***	***NO***	***NO***
Campus administrative protect/stay-away orders	X	X	X	X	X
Child custody and support proceedings	X	***NO***	X	***NO***	***NO***
Civil crimes where are reasonably necessary as a direct result of the victimization	X	***NO***	X	***NO***	***NO***
Criminal defense	***NO***	***NO***	***NO***	***NO***	***NO***
Family, custody, contract, housing and dependency matters *(particularly for victims of IPV, child abuse, SA, elder abuse, and human trafficking)*	X	***NO***	***NO***	***NO***	***NO***
Immigration assistance for victims of human trafficking, SA or DV	X	***NO***	***NO***	***NO***	***NO***
Intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization	X	***NO***	***NO***	***NO***	***NO***
Proceedings for protection/restraining orders	X	***NO***	X	***NO***	***NO***
Tort lawsuits	***NO***	***NO***	***NO***	***NO***	***NO***
Emergency visitation rights	X	***NO***	X	***NO***	***NO***
Batterer's intervention programs ***Provided that programs are part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior*	***NO***	***NO***	X	***NO***	***NO***
Victim-centered forensic interviews	X	***NO***	X	***NO***	***NO***
Traditional, cultural and alternative therapy/healing methods such as art therapy and/or yoga - must be victim-centered	X	X	X	X	X

Category	Federally-Funded Victims' Services Grant Programs				State-Funded Program
Furniture/Equipment Expenses ***Grants may be charged only for a prorated share of an item that is not used exclusively for victim-related activities*	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Automated systems and technology** ***Subject to provisions of DOJ Grants Financial Guide (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment and victim notification systems as determined necessary by SDVS*	X	***NO***	X	***NO***	***NO***
Lease or purchase of vehicle	***NO***	***NO***	***NO***	***NO***	***NO***
Mobile communication devices**	X	X	X	X	***NO***
Telephones**	X	X	X	X	***NO***
Braille and TTY/TDD equipment**	X	X	X	X	***NO***
Computers, printers and other office equipment**	X	X	X	X	***NO***
Beepers**	X	X	X	X	***NO***
Video cameras with recorders for documenting and reviewing interviews with children**	X	***NO***	***NO***	***NO***	***NO***
Two-way mirrors**	X	***NO***	X	X	***NO***
Colposcopes**	X	***NO***	***NO***	***NO***	***NO***
Digital cameras	X	***NO***	***NO***	***NO***	***NO***
Equipment and furniture for shelters, workspaces, victim waiting rooms, and children's play areas**	X	X	***NO***	***NO***	***NO***

Category	Federally Funded Victims' Services Grant Programs				State-Funded Program
Travel/Mileage Expenses	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Accompanying victims to offices and court	X	X	X	X	***NO***
Transportation, meals and lodging to allow a victim who is not a witness to participate in a proceeding	X	X	X	X	***NO***
Transportation of victims to receive services and participate in criminal justice proceedings	X	X	X	X	***NO***
Local travel expenses for service providers	X	X	X	X	***NO***
Development/ Training Expenses for Staff/Volunteers	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Skills training for staff/volunteers ***Training exclusively for developing the skills of direct services providers including paid staff and volunteers that are both VOCA and non-VOCA funded*	X	X	X	X	x
Training materials ***Including but not limited to; manuals, books, videoconferencing, electronic training resources and other materials and resources related to such training*	X	X	X	X	x
Victim attendance at conferences	***NO***	***NO***	***NO***	***NO***	***NO***
Training related travel ***Training related costs for in-State, region and nation: meals, lodging and registration fees for paid direct-services staff that are both VOCA and non-VOCA funded*	X	X	X	X	x
Training program that has been or will be developed with input from and in collaboration with a tribal, state, or local domestic violence, dating violence, sexual assault, or stalking victim services provider or coalition as well as appropriate tribal, state, territorial and local law enforcement officials	***NO***	***NO***	X	***NO***	***NO***
Repair, Replacement & Renovation Expenses ***Grants may be charged only for a prorated share of an item that is not used exclusively for victim-related activities*	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Costs of maintenance, repair or replacement of items that contribute to maintenance of a healthy or safe environment for crime victims** ***Furnace in a shelter, routine maintenance, repair costs as determined by SDVS after considering at a minimum, if other sources of funding are available*	X	***NO***	***NO***	***NO***	***NO***
Minor renovations such as painting or replacing carpet	X	***NO***	***NO***	***NO***	***NO***
Community Education/Public Awareness	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Development of presentation materials, brochures, newspaper notices, and public service announcements	X	X	***NO***	***NO***	X
Outreach services ***Increase awareness about the services so that victims know where to go to receive services*	X	X	X	X	x
Prevention/education services ***Including outreach to underserved victims*	X	X	X	X	x
Other Expenses	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Background/criminal screening for potential employees and/or direct service volunteers and/or Board members	X	X	X	X	x
Background/criminal screening for victims/clients	***NO***	***NO***	***NO***	***NO***	***NO***

***Staff Training Events Where Food is Brought In**

There may be instances where SDVS grant funds can be used to help cover the costs of staff trainings. Organizations interested in doing so must contact the SDVS Program Director, Cora Olson, Cora.Olson@state.sd.us or Program Specialist, Laura Quasney Laura.Quasney@state.sd.us

If you or your organization has additional questions about whether an item or event would be an allowable expense, please contact SDVS.

Appendix J: Policy Requirement Checklist

The Policy Requirement Checklist is meant to be used as a tool to assist your organization in determining if policy updates are needed in accordance with what is required by SDVS. Each policy is further detailed out in the Grantee Guidelines sections for additional clarification. If you have questions, please contact SDVS.

Policy Requirements	Does your organization have this policy in place?	
	YES	NO
Core Services		
Crisis Referral & Telephone Services		
Shelter Availability		
Community Education		
Types of Victim Advocacy Services Available		
Confidentiality of Information and Restrictions		
Release of Client Information		
Shelter Services		
Established Shelter House Rules?		
Shelter House Orientation Policies		
Motel/Hotel Shelter Services Requirements		
Private Home Use for Shelter Policy & Requirements		
Client Rights and Responsibilities		
Clients are Informed of Rights and Provided Policy		
Client Rights and Non-Discrimination		
Non-Discrimination/Harassment (Clients)		
Protected Classes Against Discrimination		
Notify Clients of How & Where to File Complaint		
Limited English Proficiency (LEP) Policy		
Grievance Policy		
Confidentiality		
Define What is Confidential Information		
Limits to Rights on Confidentiality		
Release of Client Information		
Provisions of Confidential Records		
Grievance Procedures to Address Breach		
Notification to Clients of Visitors		
Client Rights to Confidentiality		
Client Services (Non-Shelter Support and Shelter Services)		
In-Take & Referral Procedure Requirements		
Eligibility to Receive Services		
Conflicts of Interest		
Transportation Services		
Medical Care		
Care of Children When a Parent is Absent		

Policy Requirement	Does your organization have this policy in place?	
	YES	NO
Client Services (Non-Shelter Support and Shelter Services) Continued…		
FVPSA Outcome Data		
Safety and Security Standards and Procedures		
Safety & Security Standards & Procedures		
Records Retention		
Records Retention		
Personnel Policy Requirements		
Criminal Records/ Background Check Requirements		
Staff Hiring & Orientation		
Training Requirements		
Documenting Training & Continuing Education		
Define Who is Authorized to Make Changes to Policy		
Pay Period, Work Week & Payday Defined		
Holidays & Paid Time Off Defined		
Drug-Free Workplace		
Smoke-Free Workplace		
Violence-Free Workplace		
Full-Time & Part-Time Defined		
Harassment Policy		
Employee Grievance Policy		
Non-Discrimination/ Equal Opportunity/ Harassment Policy		
Employee Evaluations/ Performance Appraisal		
Employee Benefits		
Notification of Mandatory Reporter Requirements		
Statement of Acknowledgement		
Review/ Update of Policy Requirements		
Contract/ Subcontract Employees		
Additional Policy Recommendations		
Fiscal Management		
Annual Preparation of Formal Budget		
Travel Reimbursement Policy		
Program Fiscal Year		
Payment of Bills		
Purchasing Policy		
Check Writing Policy		
Money Handling Policy (Cash Management)		
Surplus Property		

Policy Requirement	Does your organization have this policy in place?	
	YES	NO
Fiscal Management Continued…		
Donation Policy		
Credit & Debit Card Policy		
Gift Card Policy		
Bank Statement Reconciliation		
Accounting System Defined		
Internal Controls		
Petty Cash Fund		
Fund Source Accounting Outlines		
Payroll Payment Process		
Financial Statement Approval		
Audit Requirements		
Matching/ Cost Sharing		
Program Income		
Allowability of Costs		
Conflict of Interest Policy		
Property Policy		
Board of Directors/By-Laws		
Purpose of Organization		
Board of Directors Members		
Board Membership Term		
Board Membership Qualifications		
Board Membership Requirements		

Appendix K: Equipment Disposition Request Form

This form must be submitted to the South Dakota Victims' Services Program (SDVS) for any equipment with an original acquisition cost of $5,000 or more. Equipment with a current per-unit fair market value of $5,000 or more must have SDVS approval prior to disposal. Equipment with a current per-unit fair market value less than $5,000 may disposed of with no further authorization from SDVS.

Equipment Disposition Request Form Instructions

When equipment acquired under a subaward is no longer needed for the original project or program or for other activities currently or previously supported by the subrecipient agency; disposition of the equipment will be made as follows:

Original Acquisition Cost of less than $5,000

- Items with an original acquisition cost of less than $5,000 may be disposed of with no notification to SDVS. An Equipment Disposition Request Form is not required.

Original Acquisition Cost of $5,000 or more

- Is the current per-unit fair market value *less than* $5,000?
  - The item of equipment may be sold or disposed of without SDVS approval. However, an Equipment Disposition Request Form must be submitted to SDVS within 30 days of final disposition.
- Is the current per-unit fair market value *more than* $5,000? **SDVS Approval Required.**
  - An Equipment Disposition Request Form must be submitted to SDVS for approval at least 120 days prior to the proposed disposition date. Following receipt of the equipment disposition request, SDVS will review and make a determination whether the proposed equipment disposition is approved or disapproved within 60 days of the receipt of the equipment disposition request.
  - Per 2 CFR 200.313(e)(2), SDVS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by SDVS's original percentage share of the equipment.

Documentation showing how fair market value was determined shall be provided to SDVS upon request.

Record Retention (2 CFR 200.334(c)). All equipment records must be retained for three years after final disposition of the equipment.

Subrecipient Information

Date of Request: _____

Subrecipient Agency: _____

Point of Contact Name: _____

Email: _____

Phone: _____

Grant Year Equipment was Purchased: _____

Date Purchased: _____

Original Award Amount: _____

Equipment Disposition Request Information

Equipment description (make, model, serial number)	
Requested disposition date	
Assessed per-unit fair market value	
Method used to assess per-unit fair market value (i.e., vendor estimate, Kelly Blue Book, auction agency)	
Intended disposition of the equipment (i.e., sale, trade, surplus, etc.).	

Subrecipient Official's Signature	**Printed Name**	**Date**
SDVS Director Approval Signature *(for per-unit fair market value of $5,000 or over)*	**Printed Name**	**Date**

Appendix L: SDVS National Emergency Pandemic Mandatory VOCA Match Waiver Process

Effective: 09/23/2021

The policy of the South Dakota Department of Public Safety (DPS), Victims' Services Program (SDVS) is to require VOCA subrecipients to meet their match requirements. On July 22, 2021, President Joseph R. Biden signed into law H.R. 1652, the *VOCA Fix to Sustain the Crime Victims Fund Act of 2021* (the "Act"). As stated in the Memorandum for Guidance on the Implementation of the VOCA Fix Act, "[The Act] further allows States additional flexibility to waive program matching requirements, such as when they present a barrier to accessing funding for services. In the wake of the COVID-19 pandemic, victim service programs faced increased costs while having limited ability to raise funds and utilize volunteers."

SDVS currently has a VOCA Match Waiver Policy dated 05/04/2020 that details the unique circumstances that VOCA subrecipients may request partial or full match waivers. However, the current match waiver policy does not outline the policy and procedure as it is required by the Act. The Act specifically states,

> *"allow great flexibility for state VOCA Victim Assistance Administrators to waive subgrantee match requirements and require them to waive match requirements to a date that is one year after the date of the end of the currently declared national emergency concerning the COVID-19 pandemic."*

SDVS as the State Administering Agency (SAA) of VOCA and to comply with the VOCA Fix, section 3(b) is required to provide the following:

> *"beginning on the date a national emergency is declared under the National Emergencies Act (50 U.S.C. § 1601 et seq.) with respect to a pandemic and ending on the date that is one year after the date of the end of such national emergency, SAAs shall issue waivers for any matching requirement, in its entirety, for all eligible crime victim assistance programs contracted to provide services at that time."*

As further detailed in an Office for Victims of Crime (OVC) Bulletin released 09/20/2021, for the OVC September 2021 Updated Match Waiver Approval Process, it was further detailed that OVC understands "any matching requirement, in its entirety" to mean the entirety of match required in an open VOCA subaward that remains unmet at the time of the waiver which SDVS interprets as the date of this document.

For the implementation of the mandatory match waiver, SDVS will:

A. Comply with Sec. III C. (Match Waiver Determinations) and (if applicable) III.D. (Waivers for a Class of Subrecipients), except that no further justification beyond the fact that the match is subject to mandatory waiver is required; and Sec. III E. (Reporting Match Waiver to OVC).
B. Honor all mandatory match waivers granted during the national emergency pandemic period and one year after the date of the end of the national emergency.
    i. Issue award amendments within the Managing Assistance for Victims' Services (MAVIS) system that documents the change in match requirements for federal subawards.
    ii. SDVS is not required to waive match for the portions of match that have already been met (i.e., accounted for and reported as match within the MAVIS system).
    iii. SDVS may also offer subrecipients the opportunity to decline receiving a match waiver, or the subrecipient may provide voluntary match to support the VOCA-funded project.
C. Issue match determination letters to subrecipients with the following information provided:
    i. Match determination and a brief description of the project/services provided by the subrecipient;

ii. Justification and amounts waived for each federal award for which match is waived;
iii. The approval of the waiver request for the reasoning for approval.

D. SDVS shall submit to OVC via upload in JustGrants, a Grant Award Modification (GAM) or other method, as requested by OVC, a match waiver spreadsheet (using OVC template) listing all subrecipient match waivers approved in a Federal Fiscal Year, for each relevant federal award, by no later than 120 days after the fiscal year end.
E. Notification will be made electronically via email and the decision of SDVS shall constitute final agency action. A copy of the match determination letter will also be attached to the subrecipient's grant file within the MAVIS system.

Once a match waiver is approved, a match waiver determination notice will be sent to the subrecipient and uploaded to the subrecipient's grant file. The subrecipient's approved budget will be updated to reflect the reduced match required and the subrecipient's contract will be amended according. The match waiver determination notice will contain the following:

1. a brief description of the project/services provided by subrecipient;
2. the scope of the waiver, and waiver amount
3. the approval of the waiver request for the reasons set out in the determination.

_____
Cora Olson, SDVS Director