South Dakota Victims' Services
Combined Grant Application Instructions for:

Victims of Crime Act (VOCA)

Family Violence Prevention Services Act (FVPSA)

Services Training Officers Prosecutors (STOP)/ Violence Against Women (VAWA)

Sexual Assault Services Program (SASP)

Domestic and Sexual Abuse Program (DASA)

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SOUTH DAKOTA VICTIMS' SERVICES - APPLICABLE GRANTS

The South Dakota Victims' Services Program administers a number of federal and state grants that provide funding to organizations that offer shelter, advocacy, crisis counseling, and other victims' services to sexual assault, domestic violence, stalking, human trafficking, and other violent crime victims. These grant programs include:

- **Victim of Crime Act (VOCA) Victims' Services** – funding from the federal Office of Victims of Crime, in the Department of Justice, to assist victims of crime as soon as possible after a crime occurs.
- **Family Violence Prevention & Services Act (FVPSA)** – federal funding from the Office of Community Services Administration for Children and Families, in the Department of Health and Human Services, to prevent incidents of family violence and support programs that serve families and children affected by violence.
- **Services Training Officers Prosecutors (STOP)/Violence Against Women Act (VAWA)** – federal funding from the Office of Violence Against Women, in the Department of Justice, for law enforcement and prosecution strategies to combat violence against women. 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. There are two separate application processes for these groups. These application instructions must be utilized by organizations applying for STOP specifically for providing victims' services.
- **Sexual Assault Services Program (SASP)** – federal funding from the Office of Violence Against Women, in the Department of Justice, to support establishment, maintenance and expansion of programs for victims of sexual assault.
- **Domestic & Sexual Abuse Program (DASA)** – State funding to prevent domestic violence and sexual assault prevention and education.

GRANT APPLICATION OVERVIEW

This document provides information and guidance for the application process for Victims' Services grants, which are for a one-year grant cycle. Organizations will use a combined application to apply for funding from <u>any one or more of the following</u> grant programs administered by South Dakota Victims' Services:

- VOCA
- FVPSA
- STOP/VAWA
- SASP
- DASA

Applying for the Right Funding

Before applying, organizations are strongly encouraged to determine which grant(s) most appropriately fit their goals and needs. Each of the grant programs noted above provide funding to support specific purposes and desired outcomes. They may be used for many of the same types of services, but also have unique focus areas and restrictions on how the funding may be used. Each program also has specific documentation and reporting requirements, many of which are the same, but not all. Finally, each grant program has different requirements for organizations to provide matching resources, whether cash or in-kind services and goods. Organizations should carefully consider each of these factors when deciding which grants would best meet their specific program and service needs, their administrative capabilities, and their capacity for meeting match requirements. South Dakota Victims' Services also will consider these factors when reviewing applications for funding, and may make suggestions for how to restructure requests to maximize the effectiveness of available funds.

For example, organizations should think strategically about how they can apply funding from the various programs to most effectively and efficiently support their operation's needs. This may mean requesting more funding from one program and less or no funding from another. Organizations also should be certain that the funding for which they are applying can be used for the services and supports specified in their request. Information about each grant and what it will and will not cover, can be found in the Victims' Service Grantee Guidelines located at https://mavis.intelligrants.com. Requesting grant funds for activities and services for which they cannot be used may result in an organization's application being denied.

Key Application Dates and Information

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING!

Applicants should read all of the guidelines included in these instructions and reference the Victims' Services Grantee Guidelines ***BEFORE*** they prepare their applications. Applicants are expected to understand and abide by all of the requirements included in these instructions. **Failure to follow all of the instructions may result in applicants not being awarded grants.**

Important Information Webinars

A **Pre-Solicitation webinar** was held for any agencies interested in applying for grants for this State fiscal year. The webinar was conducted and recorded; there is a link available on the South Dakota Victims' Services webpage for anyone who was not able to join the program but would like to hear the presentation or you may contact Victims' Services for more information.

Additionally, there will be an **Application Process and Instructions webinar** during which Victims' Services staff will cover the information contained in this instruction guide and answer questions about this year's application and award process. The webinar will also cover the completing a sample application within the new MAVIS grant management system. It will be recorded with a link on the Victims' Services webpage for anyone who is not able to join the program but would like to hear the presentation.

Awards

South Dakota Victims' Services will review applications and make award decisions based on established criteria (see *Review Process* section). Grant awards will be announced in the month of May. Contracts will be established with each awarded agency during the month of May, and must be fully executed by May 31, 2019.

MAVIS SYSTEM REGISTRATION AND ACCESS

All Victims' Services grant applications must be submitted through the Managing Assistance for Victims' Services (MAVIS) site. All documents needed to support the application will be uploaded through MAVIS. Please reference the MAVIS Grantee Manual located at https://mavis.intelligrants.com for more information on this process. **Late applications will be ineligible for funding.**

Application Requirements

Before an application may be initiated in MAVIS, applicants must complete the following:

A. Acquire a DUNS (Data Universal Numbering System) Number

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. Obtaining a DUNS number is free. To obtain a DUNS number or see if your agency already has a DUNS number, call 1-866-705-5711 or go to http://fedgov.dnb.com/webform.

B. Acquire or renew registration with the System for Award Management (SAM) Database

All grant recipients must be registered in the System for Award Management (SAM) database (formerly Central Contracting Registry, or CCR). The SAM database is a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants need to maintain an active SAM registration throughout the application process and, should a grant be made, throughout the life of the grant award. Registration must be updated annually and can be done online at www.sam.gov. There is no fee to register.

C. Register as a user of MAVIS

Beginning in FY19 for the FY20 application, Victims' Service began utilizing an entirely online, paperless application. Agencies must ensure they have registration and users set up in MAVIS prior to being able to access the application.

New agencies interested in applying for funds or those that need additional assistance should contact:

Stephanie Pierson, Program Manager
Stephanie.Pierson@state.sd.us
605.773.3109

Laura Quasney, Program Specialist
Laura.Quasney@state.sd.us
605.773.4317

D. Log into MAVIS and available applications will be posted under ***View Available Opportunities.*** The MAVIS Grantee Training Manual should be referenced for additional step-by-step for completing the application in the MAVIS system.

E. Documents Needed for Upload in MAVIS

1. Funding Source Document

a) Using the form provided, list all of the funding sources the agency anticipates receiving <u>specifically to support its victims' services programs and activities</u> during the project period applying for.
b) If there are additional administrative personnel expenses, this is the point to account for those. It will also be asked if the organization/program has a federally approved Indirect Cost Rate. If not, the default 10% deminimis rate will be applied. If the organization/program does have a federally approved rate, proof of approval documentation should be uploaded.

2. *Required Uploads*

The following items are going to be required to be uploaded within the application of the MAVIS system:

a) Board Approved Fiscal Year Budget;
b) Summary of all income and expenses for recently ended fiscal year;
c) All Policies applicable to the organization's victims' services program (Personnel, Financial, Volunteer, Shelter House Rules, Client Policies, etc.)
d) Proof of active SAM registration;
e) Three (3) current letters of support;
f) List of current Board of Directors members/commissioners including names and email addresses with term dates;
g) Affirmative Action Plan (Optional upload)
h) Job Descriptions for each position that will be requesting funds for payroll or salary of that position. Only one Job Description per position is needed and not for each individual if there are multiple individuals in the same position.

<u>The following are additional required uploads for Non-Profit Organizations</u>

a) Articles of Incorporation;
b) By-Laws and/or Constitution;
c) Documentation of 501(c)3 status.
d) ACORD document is a one-page certificate of insurance that summarizes essential information about the agency's insurance policy, such as coverage types, policy numbers, insurance limits, and effective and expiration dates. It is required for federal grants to show that an organization has insurance coverage for any equipment that may be obtained with federal funds. ***Agencies should contact their insurance agent to obtain a current ACORD document.*

CERTIFICATION OF SUBMISSION: As the application will be digitally signed by the Authorized Official within MAVIS, an Approval Document from the Governing

Body will need to be uploaded with the submission certifying the Authorized Official has approval to submit the application for funding.

Application Completion

The following information is being provided in hopes to create a smooth application process for organizations. The following are brief descriptions of questions that will be asked of your organization/program in regards to the victims' services provided and the necessity of funding to provide those services.

Grant Use Information

1. Define your service area in approximate square miles.
    a) List all of the counties included in your services area.
    b) Describe the portions of counties included.
    c) Please indicate how your services area was determined.
2. Indicate the purpose of this award and the percentage of funding associated.
3. What will the funds be used for?
4. What is your policy for determining whether an individual is eligible for the services or programs you provide?
5. Why is this funding crucial to the operations of your organization?
6. Briefly describe the training your agency plans to provide during the project period. Please include the number of trainings, training topics and audience you anticipate providing training to.
7. How long has the agency/program been operating?
8. List the activities that Victims' Services funding will pay for help to pay for in your program.
9. For all the clients you intend to serve with Victims' Services funding indicate the percentage you anticipate to be served during this grant period.
10. Please describe how the funding will be important to reach the above individuals and the ways your organization intends to ensure that.
11. What types of crime does your agency intend to use funding to assist with?
12. How many unduplicated victims have you served during the current grant program period with funding from a South Dakota Victims' Services grant?
13. How many unduplicated victims do you anticipate serving during the grant period for this application with funding received from a South Dakota Victims' Services grant?
14. How many volunteers did your program use during the current grant period?
15. Describe the types of services or activities volunteers will be utilized for and if they will be utilized for direct or indirect services.
16. How many volunteers does your organization anticipate using during the grant period of this application?
17. Number of requests for services that were unmet because of organizational capacity issues and explain.
18. Please discuss some of the challenges your victim assistance program faced during the course of the previous year. This would include some of the services that

victims needed but you could not provide. What were the challenges that prevented you from providing those services?

Paid Staff Information

This section will be where you will need to detail out the individuals in your organization/program that will have their wages/salaries paid with Victims' Services funding. This will include:

- Name of employee
- Name of position
- Is this a new or existing position?
- Hours per week the employee works
- Total annual salary amount
- Total annual benefits amount
- Percent of the salary/benefits that will be requested by funding source

The Job Description must be uploaded for each position requesting Victims' Services funding to support. If more than one individual with the same position is being requested for funding, only one Job Description is required to be uploaded if they are identical positions.

A brief description of each position's duties and why they are needed to implement the project will be required. You should also identify the benefits that are being requested for the position(s) and the formula for calculating each.

Detailed Budget Narrative and Worksheet(s)

There are multiple categories for which agencies can request funding from the various grants managed by South Dakota Victims' Services. These include Rent & Operating Expenses, Emergency Services, Furniture & Equipment, Travel & Mileage, Development & Training, Repair, Replacement & Renovation (VOCA only), Telephone, Prevention & Community Education

(**NOTE:** Grant programs may or may not allow funding for certain services or items in this list; organizations should verify what grant funding can be used for the services they request before applying or their application may be denied). You will follow the same basic steps to fill out the Budget Narrative and Worksheet for each category of funding. If an organization is not applying for funding in a budget category, that category will not appear on the application.

For each category requested/selected, an explanation will need to be provided for why the expenses are needed to implement the project. The narrative should serve as an explanation of the figures being requested.
***VOCA is the only grant that supports repairs, replacements and renovations. This section will only appear on the VOCA Detailed Budget Narrative and Worksheet form of the application.*

Match

For the grants that have a match requirement, it should be stated in the application the percentage of match that will be provided by in-kind services or donations and percentage provided by cash match. For more information regarding match, please reference the Victims' Services Grantee Guidelines.

Submission/Certification

The application can only be submitted by the organization's Authorized Official. The application will contain an electronic signature. This will be accompanied by an uploaded official letter/document that certifies the organization has received approval from the governing body to submit said application.

Once your application has been successfully submitted, you will receive an email from the MAVIS system confirming the submission.

GRANT ELIGIBILITY GUIDELINES

To be eligible for funding, an agency must:

1. Be a **public or non-profit** organization that provides direct services to victims of crime.
   - SASP: Agencies must be a **non-profit, non-governmental** organizations that provide direct services to victims of sexual assault crimes.
2. Have a record of providing effective direct services to victims of crime.
3. Have the support and approval of its services by the community, as evidenced through letters of support.
4. Have a history of providing direct services in a cost-effective manner.
5. Be able to meet program match requirements, using non-federal funds committed for direct victims' services.
6. Utilize volunteers in the provision of services. The State may determine if there is a compelling reason to waive this requirement.
7. 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.
8. 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.
9. Comply with applicable provisions of the Victims' Services 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.

10. Maintain statutorily-required civil rights information on victims served by race, national origin, sex, age, color, religion, and disability. Permit reasonable access to organization books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
11. Provide services to victims of federal crimes on the same basis as victims of State crimes.
12. Provide a variety of services and assistance to victims of crime.
13. Provide services through the funded program at no charge to victims of crime.
14. Maintain confidentiality of client information.
15. Prohibit policies that deny individuals access to services based on their relationship to the perpetrator.
16. Prohibit policies and practices that impose restrictive conditions to be met by the victim before she/he can receive services.

Agencies and activities are NOT ELIGIBLE for funds if they:

1. Focus primarily on lobbying or raising public awareness.
2. Are primarily crime prevention agencies, organizations, or programs.
3. Are programs in which victims of crime are not the sole or primary beneficiaries (e.g., witness management or witness notification programs).
4. Are federal agencies, including U.S. Attorney's Offices.
5. Are in-patient treatment 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.

REVIEW PROCESS

All grant applications will be screened by the Victims' Services Program Manager and Program Specialist for eligibility and completeness. A group of staff from Victims' Services and the Department of Public Safety (DPS) also will review the applications and make decisions about final award amounts for each agency, which may be equal to or less than the amount requested. Each year, DPS and Victims' Services set specific priorities, in addition to the review criteria, to guide funding decisions. **Generally, Victims' Services funding priorities include:**

- Continued support for agencies that maintain eligibility and have proven their effectiveness in assisting victims of crime.
- Attention to the federal requirements for each grant.
- Geographic balance, including programs that make services available to rural and frontier areas of the State.
- A diverse base of funding and other support, particularly local community support, shown either by local funding or volunteer support (or both), that indicates an agency does not rely solely on government funding.
    - The Office for Victims of Crime (OVC) notes that at least 25 percent of an organization/program's funding in the year of, or the year preceding an award

should come from other sources, which may include other federal funding programs.

All applications will be reviewed on the basis of the following criteria:

- Eligibility of the organization as previously addressed in this instruction for application.
- A thorough, thoughtful, and succinct description of the proposed use of funds that matches the description of needs and includes goals and expected or desired outcomes. This should include specifics of what the organization wants to accomplish with the funding being requested, and whether the goals are to maintain current services, expand or enhance services, develop new services, or serve new areas or populations. Organizations should include how they will measure their desired outcomes to determine if they have met their stated goals.
- The number of individuals served compared to the amount of funding requested.
- The organization's history of grant funding management and financial management.
- A compelling description of need supported by evidence, e.g., crime statistics data that show a need for specific types of services, identify areas that have high rates of certain types of crimes, or reveal gaps between the number of victims served and the total number of victims that needed services, etc.
- The organization's past performance, particularly in terms of financial management, monthly reporting, and compliance with prior year grant requirements, also will be considered in the review process for organizations that have previously received funds from the South Dakota Victims' Services Program.
- Each grant award also will be calculated based on a funding formula or other pre-established method, depending on the grant fund requirements.

South Dakota Victims' Services makes an effort to continue funding organizations that remain both eligible and effective in providing victims' services from year to year. However, organizations must show evidence of their eligibility and effectiveness each year in the application process. South Dakota Victims' Services does not guarantee any agency will continue to receive funding from one year to the next. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by federal or State law.

FUNDING MATCH REQUIREMENTS

Some of the grant programs offered by South Dakota Victims' Services require that organizations contribute a "match" of resources to the grant-funded activities and services. Allowable match can include cash, or in-kind services and goods, or a combination of both. More detailed information about required match can be found in the Victims' Services Grantee Guidelines.

As organizations develop their funding requests, it is important for them to consider the ability to meet any specific match requirements a grant program may have. South Dakota Victims' Services recognizes that not all organizations may be able to meet the match requirements that may apply to a particular grant program. During the application review process, the Victims'

Services staff will try to identify options for agencies to maximize their grant funding requests and meet all the appropriate grant program requirements. This may include additional outreach to organizations to discuss ways their funding requests may be modified. In this way, South Dakota Victims' Services can help ensure that all organizations in the State have opportunity to benefit from the various grant programs to best meet the needs of victims and their families.

Specific Match Requirements for Each Grant Program

VOCA Match Requirements

- 20 percent of the Total Project Budget for existing and new programs (see the examples below for how to determine Total Project Budget).
- 5 percent of the Total Project Budget for programs located on a reservation.

FVPSA Match Requirements

- 20 percent of the Total Project Budget.

STOP/VAWA Match Requirements

- The STOP/VAWA program includes funding that is allocated for two groups: victims' services providers, and law enforcement/prosecution programs.
- South Dakota Victim's Services does not require a match for grants to organizations providing victims' services.
- A 25 percent match is required for grants made to law enforcement, prosecution, and courts (these organizations must use a different application process to request STOP/VAWA funding).

SASP Match Requirements

- SASP grants to not require a match; however, as a reminder, SASP funds may be used only to support activities and services specifically for victims of sexual crimes.

DASA Match Requirements

- DASA grants do not require a match.

Calculating the Match

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

1. Determine if the grant requires a match (VOCA and FVPSA require match for victims' services funding).
2. The amount of funding you request from the grant program.
3. Divide the request amount by 100 percent, minus the percent of match required.
    a. Non-Tribal programs that require a 20 percent match: divide the request amount by 80 percent.
    b. Tribal programs that require a 5 percent match: divide the request amount by 95 percent.
4. The result will be the Total Project Cost.
5. Multiply the Total Project Cost by the percentage of match required (e.g., 20%). This will result in the amount of matching funds needed.

Example: Calculating a VOCA Grant Match

An existing or new non-tribal agency wants to apply for $7,000 in VOCA funding. (Non-tribal agencies require a 20% match; tribal agencies require only a 5% match.)

- Step 1: 100% - 20% *(required VOCA match percentage for non-tribal agency)* = 80%
- Step 2: $7,000 *(requested amount)* / 80% = $8,750 *(Total Project Cost)*
- Step 3: $8,750 *(Total Project Cost)* x 20% *(required match)* = $1,750

$1,750 is the Match Amount Required for a $7,000 VOCA grant funding request. This means the total project budget for the organization is $8,750 ($7,000 + $1,750). The organization must be able to demonstrate it can meet the $1,750 match and how it plans to meet it to receive the $7,000 award.

**The same steps would be used to calculate match for FVPSA.

NON-SUPPLANTING

South Dakota Victims' Services grant funds are to be used to enhance or expand services to victims, not to substitute (supplant) other funding sources. In other words, State and local funds presently appropriated for programs or activities may not be decreased due to additional federal funds being made available through South Dakota Victims' Services. VOCA, FVPSA, STOP/VAWA, SASP, and DASA funds must be used to add to and not replace programs and services that already exist. If questions of supplanting arise, South Dakota Victims' Services may require an organization to substantiate that any reductions in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

METHOD OF PAYMENT

South Dakota Victims' Services pays awarded grant funds on a reimbursement basis. Requests for payment must be submitted through MAVIS and must include a breakdown of expenses incurred and funds requested. **Please note that South Dakota Victims' Services requires organizations to submit receipts and other evidence that shows the complete breakdown of what the funds will be used to pay for and verify that these are allowable expenses for reimbursement.**

Drawdowns should be submitted monthly. Organizations must submit drawdown requests for the previous month's allowable expenses no later than the 20th day of the following month. However, to allow the State time for the closeout of the fiscal year, drawdowns for allowable expenses incurred in May of that grant year, must be submitted no later than June 10th. Organizations must expend all awarded funds by the end of the contract period on May 31st.

Organizations may use indirect cost rates if they have a federally-approved indirect cost rate. A copy of the rate approval must be uploaded within MAVIS during completion of the application

If the applicant does not have an approved rate, one can be requested by contacting any relevant federal agency; or an agency may elect to charge a deminimis rate of 10 percent of modified total direct costs, as indicated in 2 CFR Part 200.414f. For more information please refer to the South Dakota Victims' Services Grantee Guidelines.

REPORTING REQUIREMENTS

As noted above, organizations must report their matching funds on a monthly basis. Organizations also are required to track demographic and service information on the clients they serve with funding from South Dakota Victims' Services, and must complete quarterly progress reports in the format specified by each applicable federal grant. Reports are due on July 15, October 15, January 15, and April 15.

Organizations that receive STOP/VAWA and SASP funding also must complete an Annual Progress Report using a reporting form from the Muskie Institute. Organizations can review the STOP/VAWA reporting requirements by going to the Muskie Institute website at http://muskie.usm.maine.edu/vawamei/. STOP/VAWA and SASP Annual Progress reports are due February 15.

All organizations that receive funding from South Dakota Victims' Services are required to submit a Year-end Final Financial Report by July 15th.

MONITORING

South Dakota Victims' Services, or their designated contractors, will conduct an on-site review at least one time every 24 months. These on-site assessments will include reviews of the organization's mission, program policies, documents related to employees and volunteers, program victim procedures, administrative practices, and fiscal management. Similarly, South Dakota Victims' Services will conduct a desk review at least one time every 24 months. These desk assessments will include reviews of project goals and objectives, services provided to victims, and fiscal management. In this way, all organizations that receive funding from South Dakota Victims' Services will be assessed at least one time each year – either through an on-site review or a desk review.

South Dakota Victims' Services may adjust review schedules on a case-by-case basis. Reasons that a review schedule change may occur include, but are not limited to:

- Organization/program hires a new director;
- Reporting or documentation issues or concerns; or
- Client complaints.

SOUTH DAKOTA VICTIMS' SERVICES GRANT PROGRAM INFORMATION

VOCA GRANT OVERVIEW

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 organizations 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.

Priority

- A minimum of 10 percent of the State's VOCA funding for each federal fiscal year's grant must be allocated to each of the following categories of crime victims: sexual assault, spousal abuse, and child abuse - for a total of 30 percent.
- A minimum of 10 percent of the State's VOCA funding for each federal fiscal year's grant must be allocated to a previously underserved category. Each state must determine categories of victims that are underserved. South Dakota has identified the following categories of underserved crime victims:
    - Adults sexually abused/assaulted as children;
    - Survivors of homicide victims;
    - Victims of intoxicated drivers;
    - Victims of robbery;
    - Victims of elder abuse/neglect;
    - Native American victims; and
    - Rural victims.

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

- 20 percent of the Total Project Budget for existing and new programs.
- 5 percent of the Total Project Budget for programs located on a reservation.
  See Victims' Services Grantee Guidelines for examples.

Additional Requirements

Organizations receiving VOCA funds also must:

- 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.

VOCA Allowable Direct Service Costs

VOCA funds must be expended for providing **direct services** to victims of violent crime. The table below provides a quick guide for how VOCA funds may be used. A more comprehensive table of allowable and non-allowable costs is included in Appendix IV.

VOCA Non-Allowable Costs

VOCA funds may not be used to cover any costs not directly related to service delivery for victims of crimes noted above. Additionally, agencies may not use VOCA funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender
- Construction costs
- Food for staff and/or board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Purchase or lease of vehicles
- Services to incarcerated individuals
- Stipends for 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

FVPSA GRANT OVERVIEW

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 percent 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 percent 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 percent of the Total Project Budget.
  See Appendix II for examples.

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 about and prevention of family violence, domestic violence, and dating violence. FVPSA funds *cannot* be used to assist victims of sexual crimes.

FVPSA Non-Allowable Costs

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

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

STOP/VAWA GRANT OVERVIEW

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. There are two separate application processes for these groups. This application covered in this document is the one that must be used by organizations providing victims' services.

STOP funds should be used for projects that serve or focus on adults and youth (ages 11-24) women and girls who are victims of domestic violence, dating violence, sexual assault, and stalking. STOP funds may be used to support services for secondary victims such as children who witness domestic abuse.

Law enforcement/ prosecution agencies and courts must use a different application, which can be found at https://mavis.intelligrants.com.

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

Organizations may apply for only Enhanced Court Advocacy funds, only Specialized Services Program funds, or both.

Additional Requirements

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

- 25 percent to law enforcement
- 25 percent to prosecution
- 30 percent to victim services (of which at least 10 percent must be distributed to culturally specific community-based organizations)
- 5 percent to courts
- 15 percent 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 match.

STOP/VAWA Allowable Costs

STOP funds must be expended only for providing **direct services** to victims of domestic violence, dating violence, sexual assault, and stalking.

STOP/VAWA Non-Allowable Costs

STOP/VAWA funds may not be used to cover any costs not directly related to service delivery for the victims noted above. Additionally, agencies may not use STOP/VAWA funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender
- Construction costs
- Food for staff and/or board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Purchase or lease of vehicles
- Services to incarcerated individuals
- Stipends for volunteers or crisis line advocates
- Victim property loss
- Victim relocation expenses
- Visitation Center Services

SASP GRANT OVERVIEW

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, South Dakota Victims' Services 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 Allowable Costs
SASP funds must be expended only for providing **direct services** to adult, youth, and child victims of sexual assault, family and household members of victims, and those who are collaterally affected by the sexual assault.

SASP Non-Allowable Costs
Any costs not directly related to delivery of services to sexual assault victims may not be charged to SASP. Programs serving both domestic violence and sexual assault victims must ensure SASP funds are used only for services to sexual assault victims. Additionally, agencies may not use SASP funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender
- Construction costs
- Food for staff and/or board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Purchase or lease of vehicles
- Services to incarcerated individuals
- Stipends for volunteers or crisis line advocates
- Victim property loss
- Victim relocation expenses
- Visitation Center services

DASA GRANT OVERVIEW

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 Costs

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
- Construction costs
- Food for staff and/or board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Purchase or lease of vehicles
- Services to incarcerated individuals
- Stipends for volunteers or crisis line advocates
- Victim property loss
- Victim relocation expenses
- Visitation Center services

Appendix I

PRORATING GUIDELINES

Agencies that applied for South Dakota Victims' Services grant funding last year must create new prorating spreadsheets for this SFY 2018-19 grant cycle. Prorating sheets from previous years will not be considered accurate or appropriate for this year.

Definition of Prorate

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

For example, if it costs the organization $10 to provide a service, and the organization requests that $8 of that cost be funded by a VOCA grant, then the agency will pay the remaining $2 of that service using another funding source. The agency must show that 80 percent of the total cost of that service is prorated to VOCA funding, while 20 percent is prorated to another funding source(s).

South Dakota Victims' Services funds can be charged only for a prorated share of certain Rent and Operating costs (see below). These costs must be prorated among all sources of an agency's income, not just among funding from Victims' Services grants. When completing the grant application, organizations should estimate their total budget for the grant award period and show how they would prorate costs for the items and services for which they request Victims' Services grant funding.

Organizations may need to recalculate their prorating estimates based on the actual amounts of grant funding awarded by South Dakota Victims' Services. Organizations are responsible for documenting how they prorate items and services for which they request Victims' Services grant funding.

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

- Insurance
- Benefits and Workman's Compensation Insurance costs, based on the amount of payroll expenses charged to each grant
- Utilities such as electric, security, heat, propane, water, sewer, and waste (note: internet and cable television expenses for the shelter are the only utility expenses which do not need to be prorated)
- Office supplies including stamps and copier fees
- Facility rent
- Shelter supplies such as cleaning supplies and toiletries
- Minor repairs and minor maintenance
- Telephone costs
- Audit costs

Note: Organizations may not use any Victims' Services grant funds to pay for items or services not included in the grant application. If an organization 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 the South Dakota Victims' Services Program Manager, Stephanie Pierson, stephanie.pierson@state.sd.us

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 percent (round up to the nearest 10th 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).

Table 1 – For use in examples 1 – 3 below

	Total Billed Amount		***$7,000***
Income Source	**Total Annual Award Amount**	**% of Total Budget**	*Max Amount Able to Charge to Source*
United Way	$10,000	8.3%	$583.33
ESG	$20,000	16.7%	$1,166.67
Other Funds	$20,000	16.7%	$1,166.67
VOCA	$25,000	20.8%	$1,458.33
FVPSA	$20,000	16.7%	$1,166.67
STOP/VAWA	$10,000	8.3%	$583.33
SASP	$10,000	8.3%	$583.33
DASA	$5,000	4.2%	$291.67
TOTAL	**$120,000**	**100%**	**$7,000.00**
Victims' Services Max Amount	**$70,000**	**58.3%**	**$4,083.33**

1. **Example: Rent and Operating Costs – *Facility Rent***
   If total costs of facility rent for the grant project period were $7,000

   At a maximum, Victims' Services grants could pay for **$4,083.33** of the total $7,000
   - **VOCA** would cover $7,000 x 20.8% = **$1,458.33**
   - **FVPSA** would cover $7,000 x 16.7% = **$1,166.67**
   - **STOP/VAWA** would cover $7,000 x 8.3% = **$583.33**
   - **SASP** would cover $7,000 x 8.3% = **$583.33**
   - **DASA** would cover $7,000 x 4.2% = **$291.67**

   Only portions of the expenses funded through the Victims' Services grants can be prorated to the Victims' Services grants. For example, if an agency has an "umbrella program," but uses Victims' Services grants to pay for only the shelter services of that program, then the agency would need to determine the utility expenses related to only to the shelter services

and prorate those expenses across Victims' Services grant funding sources and any other sources used.

2. Example: Repair, Replacement, and Renovation Costs
If total repair, replacement, and/or renovation cost were $2,500

At a maximum, VOCA funds could pay for **$520.83** of the total $2,500

- **VOCA** would cover $2,500 x 20.8%= **$520.83**
- **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.

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.

- 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.

5. Additional Examples
For additional information and examples on prorating expenses, please refer to the Victims' Services Grantee Guidelines.

Appendix II

GENERAL MATCH GUIDELINES

Most of South Dakota Victims' Services 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 (https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf).

Matching funds requirements as outlined in Federal 2 C.F.R. Part 200, Uniform Guidance and Cost Principles:

- 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 $24.69/hour match rate for individuals who provide volunteer crisis line coverage during non-office hours. This match rate has also been set for those individuals who provide unskilled labor. 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.

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).

Appendix III

KEY TERMS

Direct Service Time

Direct services or services to victims of crime means those services described in in 42 U.S.C. 10603 (d)(2), 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.

Below are additional activities also considered direct service time:

- Sorting donations of shelter supplies, food, and clothing
- Support group preparation time
- Direct services-related staff and volunteer training
- Maintaining victim records, including entering required performance data into the MAVIS system
- Shelter upkeep such as cleaning, yard work, etc.

Non-direct service time but allowable to be billed to grant(s):

- Staff meetings or trainings to better assist clients;
- Financial management required for grant administration (i.e. reporting or drawdowns)

Staff time which does not directly benefit victims. Non-direct service time includes, but is not limited to:

- Staff meetings or interagency meetings not specific to assisting clients or training;
- Grant writing, bookkeeping or other misc. financial management not necessary or required for grant administration;
- Development of protocols, interagency agreements, and other working agreements;
- Development of agency policies;
- Lobbying and administrative advocacy;
- Needs assessments, surveys, evaluations, and studies;
- Fundraising, including preparing for and participating in activities to raise funds for the agency;
- Attending and preparing for board meetings;
- Administrative-related training;
- Supervising or coordinating a Visitation Center visit and exchange;
- Maintaining victim records for National CASA ;
- Perpetrator rehabilitation and counseling;

Community Education Activities/Staff Time

Activities which are designed to educate victims and the general public about services, as well as activities which are designed to prevent victimization. This includes writing articles for newsletters, as well as preparing for and giving presentations.

- DASA supports community education/prevention of domestic violence and sexual assault.
- FVPSA supports community education/prevention for family violence, domestic violence and dating violence.
- VOCA, STOP/VAWA support some community education/prevention/awareness.

Match

A contribution of non-federal dollars used to increase the amount of resources available to the services and activities supported by South Dakota Victims' Services grant funds. Match contributions may be cash, in-kind services, or a combination of both. See the Match Section above or refer to South Dakota Grantee Guidelines for more details about how to determine required match rates.

Court Advocacy for STOP/VAWA Grant

Assisting victims with transportation to court, filing protection orders, explaining court proceedings (no divorces), referring victims to local services, accompanying victims to court and/or protection order hearings, working with local law enforcement and prosecutors in the role of advocating for victims, and participating in the community response team (CRT).

Furniture and Equipment

- The furniture and equipment use period must extend beyond the length of the grant period (e.g., computers). This does not include office supplies (e.g., staplers, paper clips, etc.).

- All equipment purchases are subject to policies and procedures established in the OJP Financial Guide http://ojp.gov/financialguide/index.htm. Agencies are expected to review and understand this guidance.
- Property records must be maintained with the following:
  - A description of the property and a serial number or other identifying number
  - Identification of title holder
  - The acquisition date
  - The cost and the percentage of South Dakota Victims' Services funds supporting the purchase
  - The location, use, and condition of the property
- Agencies must request and receive prior approval from the South Dakota Victims' Services Program Manager before making equipment purchases and/or the disposal of equipment purchased with Victims' Services grant funds.
- Agencies are required to complete and submit a Furniture and Equipment Form for all furniture and equipment purchased with Victims' Services funds. This form should be sent at the same time as the corresponding drawdown.
- It is suggested that furniture or equipment purchased with Victims' Services funds be identified as such.

Appendix IV

ALLOWABLE COST GUIDE

Below is a table that includes a guide of allowable costs for each of the various grant programs offered through South Dakota Victims' Services. Additional information can be located within the Victims' Services Grantee Guidelines.

Quick Funding Guide - Allowable and Non-Allowable Expenses					
Category/Activity	**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 violence against women cases, their time must be prorated	NO	NO	x	NO	NO
Salaries, benefits and expenses for individuals assisting with Domestic Violence	X	X	X	NO	X
Salaries, benefits 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*	X	X	X	X	X
Payment of salaries & expenses of supervisory staff in a project ***When Victims' Services 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

Quick Funding Guide - Allowable and Non-Allowable Expenses

Category/Activity	Federally-Funded Victims' Services Grant Programs				State-Funded Program
PERSONNEL/FRINGE BENEFITS	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project	X	X	X	X	X
Funding the prorated share of audit costs	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***
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 administrators (except as specifically allowed elsewhere)*	NO	NO	NO	NO	X
Provide victim assistance services to victims who are incarcerated ***In certain circumstances*	X	NO	NO	NO	NO
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's 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 Examiner (SANE) Programs	X	NO		NO	
Advocacy on behalf of victim in legal proceedings	X	X	X	X	X
Interpreting for a non-witness victim who is deaf or hard of hearing or with LEP	X	X	X	X	X

Quick Funding Guide - Allowable and Non-Allowable Expenses

Category/Activity	Federally-Funded Victims' Services Grant Programs				State-Funded Program
PERSONNEL/FRINGE BENEFITS	VOCA	FVPSA	STOP	SASP	DASA
Interpreting for a non-witness victim who is deaf or hard of hearing or with LEP	X	X	X	X	X
Providing child care and respite care to enable a victim who is a caregiver to attend activities related to hearings/proceedings	X	X	X	X	X
Notification to victims regarding key proceeding dates ***Trial dates, case disposition, incarceration, and parole hearings*	X	X	X	X	X
Assistance with Victim Impact Statements	X	X	X	X	X
Assistance in recovering property that was retained as evidence	X	X	X	X	X
Sexual Assault Response Teams **SASP will allow if advocate position is funded by SASP and the advocate's time for attending meetings may be covered as part of advocacy they provide	X	NO		NO	
Assistance with restitution advocacy on behalf of crime victims	X	X	X	X	X

Category/Activity	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 activities*	VOCA	FVPSA	STOP	SASP	DASA
Organizational expenses that are necessary and essential to provided direct services and other allowable victim services**	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
Operating supplies**	X	X	X	X	X
Equipment use fees**	X	X	X	X	X
Bookkeeping expenses**	X	X	X	X	X
Minor repairs and maintenance of facilities for operation**	X	NO	NO	NO	X
Advertising of services**	X	Not SA	X	Not DV	X
Insurance (Dishonesty/Fidelity bond; Directors and Officers)**	X	X	X	X	X
Automobile insurance**	X	NO	NO	NO	NO
Professional liability insurance**	X	X	X	X	X
Liability Insurance**	X	X	X	X	X
Property 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

Quick Funding Guide - Allowable and Non-Allowable Expenses

Category/Activity	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 activities*	VOCA	FVPSA	STOP	SASP	DASA
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
Funding the prorated share of audit costs**	X	X	X	X	X
Security systems**	X	X	X	X	X
Design and maintenance of websites and social media**	X	X	X	X	X
Indirect organization costs ***Liability insurance on buildings, association membership fees (SDNAFVSA), costs that are not readily assignable to a particular project*	X	X	X	X	X
Essential communication services such as web hots 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***
Category/Activity	**Federally-Funded Victims' Services Grant Programs**				**State-Funded Program**
EMERGENCY SERVICES	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Emergency food, shelter, clothing and transportation	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 **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	X		NO		X
Short-term counseling (up to one year)	X	X	X	X	X
Relocation Expenses ***Subject to any restrictions on amount, length of time and eligible crimes as set by State. Generally, those who have a particular need for such housing and who cannot safely return to their previous housing due to the circumstances of their victimization*	X	X	Yes, for reasonable transportation costs to enhance woman's safety. Not for moving household goods.	X	X
Child care	X	X			
Pay to move household goods to a new location or acquiring housing at a new location	X		NO		

Quick Funding Guide - Allowable and Non-Allowable Expenses

Category/Activity	**Federally-Funded Victims' Services Grant Programs**				**State-Funded Program**
EMERGENCY SERVICES	**VOCA**	**FVPSA**	**STOP**	**SASP**	**DASA**
Mortgage expenses	***NO***	***NO***	***NO***	***NO***	***NO***
Other costs incidental to the relocation to such housing	X		NO		
Rental assistance for victims** ***$500 maximum/client per year*	X		NO		
Rental expenses for victims** ***$500 maximum/client per year*	X		NO		
Rent for victims** ***$500 maximum/client per year* **Programs pay first month's rent rather than a security deposit to alleviate the need to recover and account for the deposit	X	NO	X	NO	NO
Travel expenses for victims	X	X	NO	X	X
Utilities for victims** ***$500 maximum/client per year*	X	NO	NO	NO	NO

Utility startup costs for victims** ***$500 maximum/client per year*	X	NO	NO	NO	NO
Compensation for victims of crime ***Reimbursement of crime victims for expenses incurred as a result of a crime*	***NO***	***NO***	***NO***	***NO***	***NO***
Support services to children ages 0-10	X	X	NO	X	X
Category/Activity	**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	NO	NO	NO
Emergency medical equipment ***Such as wheel-chairs, crutches, hearing aids, eyeglasses*	X	NO	NO	NO	NO
HIV/preventative medicines ***Allowable on an emergency basis when the CVC program, victim's health insurance plan, Medicaid or another healthcare funding source is not reasonable 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	NO	NO	NO
Outpatient therapy/counseling ***Individual and/or group counseling, peer support groups*	X	X	X	X	NO
Substance abuse-treatment as long as the treatment is directly related to the victimization ***provided by a person who meets the professional standards to provide these services in the jurisdiction in which care is administered*	X	NO	NO	NO	NO
Traditional, cultural and alternative therapy/healing methods such as art therapy and/or yoga	X	X	X	X	NO
Victim-centered forensic interviews	X	NO	X	NO	NO

DV = domestic violence
SA = sexual assault

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

There may be instances where South Dakota Victims' Services grant funds can be used to help cover the costs of staff trainings. Organizations interested in doing so must contact the Victims' Services Program Manager, Stephanie Pierson, stephanie.pierson@state.sd.us.

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