



SOUTH DAKOTA  
DEPARTMENT  
OF PUBLIC SAFETY

*South Dakota*  
*Victims' Services*



## **South Dakota Victims' Services Combined Grant Application Instructions for SFY 2023:**

- **Victims of Crime Act (VOCA)**
- **Family Violence Prevention Services Act (FVPSA)**
- **Services Training Officers Prosecutors (STOP)/  
Violence Against Women (VAWA)**
  - **Services Training Officers Prosecutors  
(VAWA)**
  - **Community Response Team (CRT) Grant**
- **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 (SDVS) 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.
  - See [VOCA Final Rule](#) for additional information about this funding.
- **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.
  - See [FVPSA Final Rule](#) for additional information about this funding.
- **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. SDVS 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.
  - See [STOP Final Rule](#) for additional information about this funding.
- **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.
  - See [Conforming STOP VAWA Formula Regulations to Statutory Change; Definitions and Confidentiality Requirements Applicable to All OVW Grant Programs](#)
- **Domestic & Sexual Abuse Program (DASA)** – State funding to prevent domestic violence and sexual assault prevention and education.
  - See [Domestic Violence and Sexual Assault Programs](#)

## GRANT APPLICATION OVERVIEW

This document provides information and guidance for the application process for SDVS grants, which are for a one-year grant cycle. Organizations will use a combined application to apply for funding from any one or more of the following grant programs administered by SDVS:

- 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. SDVS 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 SDVS Grantee Guidelines located at <https://mavis.intelligrants.com> and <https://dps.sd.gov/victims-services/victims-assistance-program/program-grants>. 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 SDVS 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**

Solicitation webinars are held for any agencies interested in applying for grants for this State fiscal year. If you were unable to participate, please contact SDVS for more information that was discussed.

Additionally, there will be a Solicitation webinar during which SDVS 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 how to access the application within the Managing Assistance for Victims' Services (MAVIS) system at <https://mavis.intelligrants.com>

## Awards

SDVS will review applications and make award decisions based on established criteria (see **REVIEW PROCESS** section). Grant awards will be announced in May/June 2022. Agreements/contracts will be established with each awarded agency and must be fully executed prior to the beginning of the grant cycle on July 1, 2022.

## MAVIS SYSTEM REGISTRATION AND ACCESS

All SDVS grant applications must be submitted through SDVS's MAVIS website. All documents needed to support the application must be uploaded through MAVIS as part of the application. Please reference the MAVIS User Manual located at <https://mavis.intelligrants.com> for more information on this process. **Late applications will be ineligible for funding.**

**Grant applications must be received by 5:00 pm CDT on March 31, 2022.**

Applications should be submitted using SDVS grant management system MAVIS.

## 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/SAM](http://www.sam.gov/SAM). There is no fee to register.

An applicant **MUST** have an active SAM registration to be eligible for receiving federal funding. If the applicant does not have an active registration, SDVS does not have the ability to grant award funds.

### **C. Register as a user of MAVIS**

Beginning in 2019, SDVS 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. Paper applications for funding will not be accepted.

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

**Cora Olson**, Program Director  
[Cora.Olson@state.sd.us](mailto:Cora.Olson@state.sd.us)  
605.773.3109

**Laura Quasney**, Program Specialist  
[Laura.Quasney@state.sd.us](mailto:Laura.Quasney@state.sd.us)  
605.773.4317

**D. Log into MAVIS** and available applications will be posted under ***View Available Opportunities***. The MAVIS User 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 page in MAVIS, list all of the funding sources the agency anticipates receiving specifically to support its victims' services programs and activities during the project period applying for.

**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.

**The following are additional required uploads for Non-Profit Organizations**

- 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 regarding the victims' services provided and the necessity of funding to provide those services.

### **Agency Information**

The information below corresponds with the questions within the "Agency Information" section of the application in MAVIS.

- Does your agency own a vehicle?
- Does your agency's staff provide professional services to clients (such as legal, medical or mental health services)?
- Does your agency pay subcontractors with Victims' Services funds? (If yes is chose, you will be asked to provide the answers to the following):
  - Have you verified the subcontractors are not presently debarred, suspended or proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal or state or local government department or agency?
  - Please upload copies of contracts you anticipate paying with VS funds.
- Board Approved Fiscal Year Budget
- Summary of all income and expenses for recently ended fiscal year
- All policies
- Proof of active SAM registration
- Three (3) current letters of support
- List of current board members/commissioners including names and email addresses
- ACORD Applicable Insurance
- Affirmative Action Plan (optional upload)
- Required Uploads for Non-Profit Organizations
  - Articles of Incorporation
  - Bylaws and/or Constitution
  - Documentation of 501(c)(3) status

### **Grant Use Information**

The information below corresponds with the number on the application within the "Grant Use Information" section of the application in MAVIS. Please see the questions below and guidance for what information is to be provided.

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 for that purpose.
3. What will the funds be used for? (check all that apply and then provide details and an explanation of what was selected)
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? Be descriptive in your need and why it is necessary to operations.
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 SDVS funding will pay for help to pay for in your program.
  - If your program will provide shelter/safehouse, it should be explained the maximum capacity within the direct facility. If the program does not have a direct facility and utilizes hotel/motels, zero should be entered.
9. For all the clients you intend to serve with SDVS funding indicate the percentage you anticipate serving during this grant period.
  - The clients entered under the Gender Identity category will be how the client self-reports and will need to total 100%
  - The clients entered under the Age category will be how the client self-reports and will need to total 100%
  - The clients entered under the Underserved Populations do not need to total 100%. Some clients may fit into multiple categories
    - Victims of Sexual Abuse/ Assault
    - LGBTQ+
    - At-risk or homeless youth
    - Undocumented and immigrant populations
    - Victims of Elder Abuse/ Neglect
    - Native American Victims
    - Victims from Rural Areas
    - Other (please describe)
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? (Check all that apply and the anticipated percent of funding spent to assist with that victimization type – will need to total 100%)
12. How many unduplicated victims have you served during the current grant program period with funding from a SDVS grant?
13. How many unduplicated victims do you anticipate serving during the grant period for this application with funding received from a SDVS 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? (It is a requirement of VOCA funding to utilize volunteers unless a volunteer waiver is requested)

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?
19. Will you need to request a waiver for the volunteer requirement? (VOCA requires subrecipient organizations to use volunteers unless the State grantee determines there is a compelling reason to waive this requirement. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselors’/victims’ information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.) If “yes” is chosen, you will be required to provide an explanation for why this is necessary.
20. Please provide any additional information you would like us to know about your project and please elaborate on why this funding is important.

### **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 SDVS 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

Applicant should list all positions which will be filled within the grant year for which are being applied. For each position, enter the amount of funds being requested per grant program applied for. When this page is saved, total values will transfer to the budget worksheet for each program requested.

The Job Description must be uploaded for each position requesting SDVS 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.

Under the Grant Personnel and Benefits Narrative, provide a brief explanation of each position’s duties and why they are needed to implement the project. Identify the benefits being requested for the positions listed and the formula for calculating each.

- 100% of salary may be requested from SDVS but for 100% reimbursement, the time worked must be 100% eligible direct service time.

## **Detailed Budget Narrative and Worksheet(s)**

There are multiple categories for which agencies can request funding from the various grants managed by SDVS. These include Rent & Operating Expenses, Emergency Services, Furniture & Equipment, Travel & Mileage, Development & Training, Repair, Replacement & Renovation (VOCA only), Telephone, 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 amounts 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 SDVS Grantee Guidelines.

## **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 accordingly. 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

### **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. For additional information and guidance for submitting an application within MAVIS, please refer to the MAVIS User Manual.

## **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 SDVS Guidelines, the Office of Justice Programs Financial Guide, and the Office of Violence Against Women Financial Grant Management Guide and Department of Justice Financial 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 SDVS Program Director and Program Specialist for eligibility and completeness. A group of staff from SDVS and the Department of Public Safety (DPS) also will review the applications and make decisions about final award amounts for each applicant, which may be equal to or less than the amount requested. Each year, DPS and SDVS set specific priorities, in addition to the review criteria, to guide funding decisions.

**Generally, SDVS 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 SDVS.
- Each grant award also will be calculated based on a funding formula or other pre-established method, depending on the grant fund requirements.

SDVS 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.

**SDVS 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 SDVS 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 SDVS 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. SDVS

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, SDVS 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, SDVS 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**

- Please see section **SDVS National Emergency Pandemic Mandatory VOCA Match Waiver Process** Match

#### **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.
  - SDVS 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 or STOP-P funding).

#### **SASP Match Requirements**

- SASP grants do 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 or STOP if applicable.

### **NON-SUPPLANTING**

SDVS 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 SDVS. 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, SDVS 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**

SDVS 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. Under no circumstances will funds be advanced.

- **Please note that SDVS 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. SDVS also requires copies of bank statements or checks confirming proof of payment prior to reimbursement.**

Drawdowns should be submitted monthly. Organizations must submit drawdown requests for the previous month's allowable expenses no later than the 20<sup>th</sup> day of the following month. Organizations must expend all awarded funds by the end of the contract period on June 30, 2023.

**Drawdowns that fail to be submitted and processed prior to 90 calendar days after the end date of the period of performance will be forfeited and will not be eligible for reimbursement.**

## REPORTING REQUIREMENTS

As noted above, organizations must report their matching funds on a monthly basis. Best practice is to report the match in the month it was received or reported. Organizations also are required to track demographic and service information on the clients they serve with funding from SDVS and must complete quarterly progress reports in the format specified by each applicable federal grant. Reports are due in MAVIS on July 15, October 15, January 15, and April 15.

Organizations that receive STOP/VAWA and SASP funding also must complete the Annual Progress Report(s) 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 Report(s) are due March 1<sup>st</sup> to SDVS.

All organizations that receive funding from SDVS are required to submit a Year-end Final Financial Report by July 15<sup>th</sup> to complete the closeout process.

## MONITORING

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.

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.

## **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

- Please see section **[SDVS National Emergency Pandemic Mandatory VOCA Match Waiver Process](#)**Match

### 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 SDVS 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. A more comprehensive table of allowable and non-allowable costs is included in [Appendix IV](#).

### 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. SDVS 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 SDVS 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 (25%).

### **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. A more comprehensive table of allowable and non-allowable costs is included in [Appendix IV](#).

### **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

## **STOP-VAWA & STOP-PROSECUTION GRANT OVERVIEW**

The application covered in this section must be used by law enforcement, prosecution agencies and courts for the Community Response Teams (CRT) Grant.

Federal funding from the Office of Violence Against Women, in the Department of Justice, supports the **Services\*Training\*Officers\*Prosecutors (STOP)/Violence Against Women Act (VAWA)** grants for law enforcement and prosecution 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:

- law enforcement agencies, prosecution agencies, and courts; and
- agencies that provide victims' services.
- 

There are two separate application processes for these groups.

### **STOP-VAWA Primary Purposes**

- Develop and implement effective law enforcement and prosecution strategies to combat domestic violence, sexual assault, and stalking.
- **Develop and enhance victims' services in cases involving domestic and/or family violence, sexual assault, and stalking.**
- Increase the number of prosecutors designated toward domestic violence, sexual assault, and stalking cases.
- Serve primary victims ages 11 and older.
- Promote partnerships between victims' service providers, law enforcement, and prosecutors that ensure a seamless response to domestic violence, sexual assault, and stalking cases.

### **Community Response Team (CRT) Applications**

A Community Response Team (CRT) is comprised of a State's Attorney, a local law enforcement representative, a Victim Witness Assistant (if applicable), a Victim Advocate, and other appropriate community professionals. A CRT works together to enhance the community's response to domestic violence and sexual assault victims by improving policies and procedures, providing training, and increasing the number of successful domestic violence and sexual assault prosecutions. CRTs must meet at least quarterly, or more often if needed.

Counties may apply for STOP (VAWA) funding specifically to implement/administer a CRT. Applications for CRTs should be submitted through the State's Attorney's office. Counties have the flexibility to use STOP (VAWA) grant funds for additional compensation for part-time State's Attorneys, full- or part-time Deputy States' Attorneys, and/or a Victim Witness Assistant. Counties that intend to apply for STOP (VAWA) funding for CRTs must be able to adhere to, at minimum, the following CRT activities.

1. Work with other participating agencies of the CRT to improve the comprehensive and coordinated approach of the criminal justice system's response to victims of domestic violence, sexual assault, dating violence, and stalking, including meeting together for this purpose on a regular basis (at least quarterly).
2. As needed, change or add policies and protocols on domestic violence, sexual assault, dating violence, and stalking within the agency that receives the grant funds, with the goal of keeping victims safe and holding offenders accountable. The agency that receives the grant funds also must agree to share these written policies and protocols with other participating agencies of the CRT.



3. Actively participate in the sharing of information about domestic violence, sexual assault, dating violence, and stalking cases, which is not prohibited by State or federal statutes or other agency policy, for the purpose of improving victims' safety and holding offenders accountable.
4. Be actively involved in the establishment of goals, objectives, and specific outcomes/results of the CRT effort.
5. Assure training on domestic violence, sexual assault, dating violence, and stalking is provided to all personnel in the agency that receives the grant funds.
6. Cooperate in providing information and statistics required by SDVS and federal STOP (VAWA) grant partners.
7. Understand all provisions of STOP (VAWA) relevant civil and criminal statutes in South Dakota pertaining to domestic violence, sexual assault, dating violence, and stalking, including any limitations of action prescribed by law or agency policies.
8. Enhance and supplement initial arrest reports by further investigation to corroborate the testimony of victims.
9. Track each domestic violence, sexual assault, and stalking case prosecuted, and analyze sentences given to defendants.

Establish and maintain documentation to demonstrate that investigation and prosecution of violent crimes against women has been enhanced.

## **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, 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 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 SDVS grant funding last year must create new prorating spreadsheets for this SFY2022 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).

SDVS 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 SDVS 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 SDVS Organizations are responsible for documenting how they prorate items and services for which they request SDVS 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 SDVS 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 Director, Cora

### **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 10<sup>th</sup> for percentages). The examples below provide additional information to help agencies understand how to prorate expenses correctly. Dollar amounts should be rounded up or down to the nearest whole dollar ( $\leq .4$  round down;  $\geq .5$  round up).

Table 1 – For use in examples 1 – 3 below

Income Source	Total Billed Amount		% of Total Budget	\$7,000 Max Amount Able to Charge to Source
	Total Annual Award Amount			
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
<b>TOTAL</b>	<b>\$120,000</b>		<b>100%</b>	<b>\$7,000.00</b>
<b>SDVS Max Amount</b>	<b>\$70,000</b>		<b>58.3%</b>	<b>\$4,083.33</b>

#### **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  $\$7,000 \times 20.8\% = \$1,458.33$
- **FVPSA** would cover  $\$7,000 \times 16.7\% = \$1,166.67$
- **STOP/VAWA** would cover  $\$7,000 \times 8.3\% = \$583.33$
- **SASP** would cover  $\$7,000 \times 8.3\% = \$583.33$
- **DASA** would cover  $\$7,000 \times 4.2\% = \$291.67$

Only portions of the expenses funded through the SDVS grants can be prorated to the SDVS grants. For example, if an agency has an “umbrella program,” but uses SDVS 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 SDVS 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  $\$2,500 \times 20.8\% = \mathbf{\$520.83}$
- **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 SDVS Grantee Guidelines.

## Appendix II

### GENERAL MATCH GUIDELINES

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](#).

### 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.

SDVS has set a \$22.57/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).

## 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 SDVS grant funds. Match contributions may be cash, in-kind services, or a combination of both. See the Match Section above or refer to SDVS 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](#) and [DOJ Grants Financial Guide](#). 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 SDVS Program Director before making equipment purchases and/or the disposal of equipment purchased with SDVS grant funds.
- Agencies are required to complete and submit a Furniture and Equipment Form for all furniture and equipment purchased with SDVS funds. This form should be sent at the same time as the corresponding drawdown.
- It is suggested that furniture or equipment purchased with SDVS funds be identified as such.

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

## APPENDIX IV

### SFY2023 Schedule

The below calendar is for the SFY2023 grant cycle and all-important dates applicable to this cycle. Please note that SFY2022 dates are not included for reporting due dates or when drawdowns should be submitted.

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 V

### Other Resources

South Dakota Managing Assistance for Victims' Services (MAVIS) website:  
<https://mavis.intelligrants.com/module/sddss/login.aspx?APPTHEME=SDDSS>

MAVIS User Manual:  
[https://mavis.intelligrants.com/Documentation/SDDSS/2021\\_SDDPS\\_Grantee\\_Manual.pdf](https://mavis.intelligrants.com/Documentation/SDDSS/2021_SDDPS_Grantee_Manual.pdf)

Grantee Guidelines  
[https://mavis.intelligrants.com/Documentation/SDDSS/Grantee%20Guidelines\\_Updated%20May%202021.pdf](https://mavis.intelligrants.com/Documentation/SDDSS/Grantee%20Guidelines_Updated%20May%202021.pdf)

SDVS Website  
<https://dps.sd.gov/victims-services>