



SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

South Dakota
Victims' Services



South Dakota Victims' Services Program

Access & Visitation Application **Instructions for SFY 2026**

**South Dakota Department of Public Safety
Victims' Services Program**

118 West Capitol Avenue
Pierre, SD 57501-2291

Phone: 605.773.5884 or
800.696.9476 (in-state only)

FAX: 605.773.4085

OVERVIEW	3
Key Application Dates and Information.....	3
Important Information Webinars	3
Awards	3
Application Requirements.....	4
APPLICATION COMPLETION	4
Application Information	4
Grant Use Information	5
New Funding Request Information	6
Required Documentation Provided Separately.....	7
APPLICATION SUBMISSION/ CERTIFICATION.....	8
ACCESS & VISITATION GRANT CONDITIONS	8
Applicable Legislation, Statute, and Regulations.....	8
Cost Sharing or Matching (Non-Federal Share) of Program Funding.....	9
REVIEW PROCESS.....	11
FUNDING MATCH REQUIREMENTS	11
Calculating the Match	11
Example: Calculating AV Grant Match	12
METHOD OF PAYMENT	12
REPORTING REQUIREMENTS	12
MONITORING.....	12
GENERAL MATCH GUIDELINES.....	14
OTHER RESOURCES	14

OVERVIEW

The South Dakota Victim's Services (SDVS) Access and Visitation (AV) Grant is soliciting grant applications for funding to programs that support and facilitate non-custodial parent access to and visitation of their children. Program activities must include scholarships for income-eligible families for services such as mediation (voluntary and mandatory), counseling, parenting education, development of parenting plans, and visitation enforcement (including monitoring, supervision, and neutral drop-off and pickup).

All agencies applying for AV grant funds from SDVS should be sure to read and understand the **Grant Conditions in Appendix A** for information on federal program guidelines that apply to the receipt of these funds.

For additional information about this AV grant solicitation, please contact:

Laura Quasney
Victims' Services Program Specialist
Laura.Quasney@state.sd.us
605.773.4317

Key Application Dates and Information

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING!

Applicants should read all 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 the requirements included in these instructions. Failure to follow all the instructions may result in applicants not being awarded grants.

Grant applications must be submitted with all required components via email to Anette.Beasley@state.sd.us and Laura.Quasney@state.sd.us by 5:00 pm CDT on April 25, 2025.

Grant awards are anticipated to be announced in June 2025. The grant cycle begins July 1, 2025.

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 an Application Process and Instructions 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.

Awards

SDVS will review applications and make award decisions based on established criteria (see **REVIEW PROCESS** section). Grant awards will be announced in June 2025 and agreements/contracts will be established with each awarded agency and must be fully executed before the beginning of the grant cycle on July 1, 2025.

Application Requirements

- **Complete PDF Application Form**
The SFY 2026 application process will require completion of a PDF application form found on the DPS website [here](#).
- **Required Supporting Documentation/Attachments**
The application package requires various attachments provided with the PDF upon submission via email to SDVS.

APPLICATION COMPLETION

The following information is being provided in hopes of creating a smooth application process for organizations. This section can be utilized side-by-side with completing the application detailing what is being requested in each section of the application. This includes descriptions of questions that will be asked of your organization/program and the necessity of funding to provide those services. This section also includes the required documents. This will be outlined by each gray header within the application.

Application Information

- **Application Type**
Select if you are currently a subrecipient of SDVS funding or if you are a new program requesting funding/ have never previously been funded. If the program has previously received SDVS funding but is not currently receiving funding, please select “Not Currently Funded.” If the program has applied for SDVS funding previously but has not been awarded, please select “New/ Not Previously Funded”.
- **Applicant Organization Name**
Provide the name of the organization that legally appears. If the program is part of a larger umbrella program and only a portion or specific programming is requesting funding, please list the overall/umbrella program name and then also list the specific programming/program name.
- **Street Address, City, State, and Zip Code**
Provide the address where services will be provided.
- **Applicant Unique Entity Identifier (UEI #)**
All applicants are required to include a UEI Number in their application. The UEI Number is a 12-character number unique to the entity authorized to receive federal funding. On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). Existing registered entities can find their UEI by following the steps [here](#). New entities can get their UEI at [SAM.gov](#) and, if required, complete an entity registration.
- **Organization Type**
Please select the type of organization that best describes your program. If “Governmental” is selected, this applies to State and local governmental

programs. If the applicant is a Tribal government, "Tribal" should be selected. If the program is a tribal entity, does the program have a current and signed Tribal Resolution? If requesting FVPSA funding and a Tribal entity, this is required for SDVS to waive the match requirement.

- **Primary Contact Name, Phone number # and Email**

Provide the contact information for the individual responsible for this application completion and who should be contacted should SDVS need to communicate with the organization regarding this application.

Grant Use Information

- **Geographic Area Served**

Please describe the geographic area that best describes the program's service area and the counties served. Select if the program's service area is urban, rural, or both. If you need assistance determining the official definition, please use the [Am I Rural? – Tool](#) that is linked.

- **Please select all services below and if they are mandatory, voluntary, or both.**

The fields should be answered to indicate which service(s) are provided by the applicant program and if the client participation is mandatory, voluntary, or both. At least one service type field must contain a value of at least one of the options.

- **How long has the organization been operating?**

Provide the number of years the applicant program has been operating. This does not necessarily mean providing visitation services but how long the program has been operational as a whole.

- **How long has the organization been providing visitation services?**

Provide the number of years in the box provided or select the button for "same as above" if the number is the same number of years the organization has been operational.

- **Is the access and visitation a stand-alone program or a larger umbrella of services of the organization?**

If part of a larger set of services, describe how access and visitation are part of the organization.

- **A description of how your organization incorporates a domestic violence-informed approach to parenting time services.**

Incorporate a description of current and planned collaborations with domestic violence experts. This is in regard to noncustodial fathers and mothers as well as custodial mothers and fathers who have been provided services and gained knowledge of effective co-parenting strategies as a result of being provided with parent education and counseling. If there was no parent education or counseling provided, explain how a domestic violence-informed approach is focused on how services are provided. Include descriptions of current and planned collaborations with domestic violence experts.

- Visitation Center Rates Per Hour**
Provide the rates for visitation center costs of service for the year prior and for the rate established for SFY 2026. Please provide the rate per hour for exchanges and visitation services provided.
- How many of your organization’s unduplicated visitation clients received full scholarships during the previous grant period?**
Provide the unduplicated number of visitation clients (not including the children) who received full scholarships during the previous grant period. Utilize the box provided to enter the clients who received full scholarships.
- How many of your organization’s unduplicated visitation clients were billed for any/all the services they received during the previous grant period?**
Provide the number of clients that were billed for 100% of services in the left column and the number of clients that were partially billed for services in the right column. Only include clients in the top row for receiving exchange services and the clients in the bottom row who received visitation services. The chart will total the amounts input. Do not include children in these counts.
- Provide a budget for your visitation program that includes total expenditures and total revenues for the previous grant period in the chart provided.**
If the visitation program is part of a larger organization or set of services, provide a separate organization budget in the table provided. The visitation budget should only be utilized in the left column by all applicants. Only those who operate programs that provide services outside of visitation center activities should also complete the overall organization budget column on the right. Include both total expenditures and total revenues for the previous grant cycle or current fiscal year.
- Provide a breakdown of only UNDUPLICATED clients served with Access & Visitation grant funds for the previous grant period.**
This section is for current grantees only and if you are a new applicant or were not funded in the previous/current grant period, this section can be skipped.

For programs completing this table, provide the unduplicated number of clients served and the total number of hours of service provided to those unduplicated clients. The bottom of the chart will auto-calculate totals based on the amounts input.

New Funding Request Information

- Indicate the total dollar amount you are requesting for this grant application.**
Enter the dollar amount being requested for this grant period.
- Estimated Clients Served**
Provide the number of additional unduplicated clients you expect to serve during this grant period.

- **Use of Funds**
Describe how your organization will use the grant funds you are requesting. Include what services will be offered and a description of each service, types of referral sources that may be made or received, etc.
- **Describe the source and amount of match your organization will provide.**
The match can be achieved by either cash or in-kind resources or a combination of both. Use the table provided to detail the breakdown for providing match in dollars.
- **Visitation Grant Goals**
Describe how your organization will meet the goal of the visitation grant program – which is to support and facilitate noncustodial parent access to and visitation of their children – and how you will measure your success in meeting this goal.

Required Documentation Provided Separately

The following items will need to be provided additionally with this application form as part of your application submission. If you have questions on what the attachment/ requirement is, please refer to the SD Victims' Services Program. The following items are required to be attached to the email submission in addition to the PDF application form.

- Proof of active SAM.gov registration**
This should be in the form of either a letter, email, or screen capture showing the registration status is "active".
- Three (3) current letters of support**
Please ensure you are providing current letters supporting the work of the program that is applying and the services being provided. These can be from other programs/individuals within the victim services field that you refer clients to or interact with and are familiar with your program. These letters should not be from staff, board members, or prior clients.
- List of current board of directors' members/ governing body**
Provide the names, phone numbers, and email addresses for members/ everyone.
- ACORD/ applicable insurance coverage documentation**
The following will be reviewed to determine if the coverage is current and appropriate based on the required coverage under the funding agreements:
 - Commercial General Liability Insurance: occurrence-based or an equivalent form with a limit of not less than \$1,000,000 for each occurrence.
 - Business Automobile Liability Insurance: limit of not less than \$500,000 for each accident and shall include coverage for owned, hired, and non-owned vehicles.
 - Worker's Compensation Insurance: as required by South Dakota law.
 - Professional Liability Insurance: limit not less than \$1,000,000.

- Descriptions of Safety Screen Procedures/ Tools**
Provide any applicable policies that pertain to safety screening procedures.
- Fee Schedule**
Provide income eligibility guidelines and the sliding scale for determining scholarship eligibility.
- Approval document from the Governing Body**
The application package must contain an official letter/document that certifies the organization has received approval from the governing body to submit this application. This application should be on the organization's letterhead.

Required uploads for new applicants

If the program is a new applicant, you will be required to provide the following:

- Articles of Incorporation
- Bylaws and/or Constitution
- Documentation of 501(c)(3) status

APPLICATION SUBMISSION/ CERTIFICATION

The application package can only be submitted via email. The last section of the PDF application form will contain an electronic signature. This will be accompanied by an official letter/document that certifies the organization has received approval from the governing body to submit said application.

You should attach all of the required supporting documentation within one email if possible and submit to Anette.Beasley@state.sd.us and Laura.Quasney@state.sd.us.

Once received, SDVS will email to confirm that submission has been received.

ACCESS & VISITATION GRANT CONDITIONS

Applicable Legislation, Statute, and Regulations

- The administration of this program is authorized by Part D of Title IV section 469B of the Social Security Act (the Act).
- The program is codified at 42 U.S.C. §669b
- The program-specific implementing regulations can be found at 45 CFR §303.109.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards is located under 45 CFR Part 75. In accordance with 45 CFR §75.101 Applicability, guidance in subpart C (except for §75.202), does not apply to this program. All other 45 CFR Part 75 subparts apply without exception.

- Additional applicable regulations and requirements can be found in the General Terms and Conditions for Non-discretionary: Formula, Block Grant, and Entitlement Awards.

Cost Sharing or Matching (Non-Federal Share) of Program Funding

- Federal funds awarded under this grant may be used to pay for 90 percent of the agency's total Access and Visitation program costs. The remaining 10 percent must be "matched" from non-federal sources, either state or local, cash or in-kind. The 10 percent match must be provided in the obligation period in the federal fiscal grant year in which it is due. The match must be provided within this time period, not the liquidation period, which is longer.
- Funds awarded under this grant must be liquidated by **December 31st of the awarding grant year**. Any unliquidated obligations must be returned to the federal government. There is no carryover of federal funds under the State Access and Visitation Program.
- As a sub-grantee of a federal grant to South Dakota Victims' Services Program, and pursuant to [45 CFR 303.109](#), agencies are required to complete a grant survey for the United States Department of Health and Human Services (DHHS).
- Agencies that receive Access & Visitation grants from South Dakota Victims' Services Program must comply with [Public Law 103-277, Part C – Environmental Tobacco Smoke](#) (also known as the Pro-Children Act of 1994) – which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by an entity and used routinely or regularly for the provision of healthcare services, day care, and education to children under the age of 18, if the services are funded by federal programs, whether directly or through state and local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment. The above language regarding the requirements of P.L. 103-277 must be included in sub-awards which contain provisions for children's services; all sub-grantees must certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.
- The expenditure of funds under this program is subject to the annual audit requirements under the [Single Audit Act of 1984 \(P.L. 98-502\)](#) and the Office of Management and Budget [Circular A-133](#) (Audits of States, Local Governments, and Non-Profit Organizations).
- No agency may participate in this demonstration project in any capacity or be a recipient of federal funds designated for this project if said agency has been debarred or suspended or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 92.35.) Prior to issuing sub-awards or contracts under this grant, the State must

consult the ineligible parties list to ensure that organizations under funding consideration are not ineligible. The list is available at <https://sam.gov>

- Direct federal grants, sub-award funds, or contracts under the South Dakota Victims' Services Program Access & Visitation Program shall not be used to support inherently religious activities such as religious instruction, worship or proselytization. Therefore, agencies must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.
- In accordance with provisions of Title V, Subtitle D of Public Law 100-690 ([41 USC 701 et. Seq.](#)), the "Drug-Free Workplace Act of 1988," all sub-grantees must maintain a drug-free workplace, and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taking against employees violating these prohibitions. The agency must notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. (See [2 CFR Part 382](#))
- Federal grant funds provided under these sub-awards may not be used by the agency or any sub-grantee to support lobbying activities to influence proposed or pending federal or State legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of government, through the use of other resources. (See [45 CFR Part 93](#))
- In accordance with the decision in [United States v. Windsor](#) (133 S. Ct. 2675, June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. By "same-sex spouses," HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "same-sex marriages," HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "marriage," HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.
- These awards are subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>

- Awards under these programs are included under the provisions of [P.L. 109-282](#), the “Federal Funds Accountability and Transparency Act of 2006” (FFATA). Under this statute, the State is required to report information regarding executive compensation and all sub-grants, contracts and subcontracts in excess of \$30,000 through the Federal Subaward Reporting System (<https://www.fsr.gov/>) and in accordance with the terms found in federal regulations at [2 CFR Part 170](#), including Appendix A. (**NOTE:** This requirement became applicable to all mandatory grant programs July 1, 2011.)
- All award subrecipients must submit, prior to 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the award.
 - 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.

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) will also 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.

Each grant award may be based on a funding formula or other pre-established method, depending on the grant fund requirements to meet grant-required allocation priorities and availability of funding.

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. A ten percent match is required of receiving the Access and Visitation funding.

Calculating the Match

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

1. Determine the match amount required (10%).
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.
4. The result will be the Total Project Cost.
5. Multiply the Total Project Cost by the percentage of match required (e.g., 10%). This will result in the amount of matching funds needed.

Example: Calculating AV Grant Match

An existing or new organization wants to apply for \$7,000 in AV funding.

- Step 1: $100\% - 10\%$ (required AV match) = 90%
- Step 2: $\$7,000$ (requested amount) / 90% = $\$7,778$ (Total Project Cost)
- Step 3: $\$7,778$ (Total Project Cost) x 10% (required match) = $\$777.80$

\$177.80 is the Match Amount Required for a \$7,000 AV grant funding request.

METHOD OF PAYMENT

SDVS pays awarded grant funds on a reimbursement basis. Requests for payment must be submitted through the SDVS grant management system utilized 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.**

Drawdowns should be submitted monthly. Organizations should submit drawdown requests for the previous month's allowable expenses no later than the 20th day of the following month.

Organizations must expend all awarded funds by the end of the contract period on June 30, 2026.

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. 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 on July 15, October 15, January 15, and April 15.

All organizations that receive funding from SDVS are required to submit a Year-end Final Financial Report by 09/28/2026 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 ongoing 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.
 - SDVS grant management system training when applicable.
 - Quarterly performance reporting.
 - Federal grant guidance.
 - Drawdown for reimbursement training.
- 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 the project application to determine if the subrecipient was able to achieve or complete project goals or plans and the ability to efficiently expend awarded funds.

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.

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.

The volunteer rate to be determined as match is now \$29.32/hour. This is for individuals who provide crisis line coverage or volunteer services during non-office hours and those individuals who provide unskilled labor. No payroll taxes or benefits calculated using this rate may be claimed as match. 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).

OTHER RESOURCES

[SDVS Website](#) has the Grantee Guidelines posted with the most current versions along with the required excel to be completed for quarterly reporting.