

**DEPARTMENT OF SOCIAL SERVICES**  
VICTIMS' SERVICES  
700 GOVERNORS DRIVE  
PIERRE, SD 57501-2291  
**PHONE:** 605.773.5884 or  
800.696.9476 (in-state only)  
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**VICTIMS' SERVICES  
COMBINED GRANT APPLICATION  
VOCA, FVPSA, STOP/VAWA,  
DASA and SASP**

**APPLICATION AND PROGRAM GUIDELINES**

**FY 2017**

**NOTE: PLEASE READ ALL OF THE GUIDELINES BEFORE YOU PREPARE YOUR APPLICATION. YOU ARE EXPECTED TO UNDERSTAND AND ABIDE BY ALL EXPECTATIONS INCLUDED IN THE GUIDELINES.**

### **APPLICATION & PROGRAM GUIDELINES**

This application and program guidelines document provides information for the state fiscal year 2017 grants. It contains application information for agencies who wish to apply for funds through the Department of Social Services, Victims' Services Program as well as a Definition of Terms document (Appendix I) and an Allowable Costs Quick Guide (Appendix II). The following grant solicitations are open until April 10, 2016.

- Victims of Crime Act (VOCA)
- Family Violence and Prevention Services (FVPSA)
- STOP Violence Against Women Act (STOP/VAWA)
- Domestic And Sexual Abuse (DASA)
- Sexual Assault Services Program (SASP)

### **PROJECT PERIOD**

12 months: June 1, 2016 to May 31, 2017

### **GRANT ELIGIBILITY GUIDELINES**

#### **To be eligible for funding, an applicant must:**

- 1) Be a **public or nonprofit** organization that provides direct services to crime victims.
  - SASP: Applicants must be a **non-profit, nongovernmental** organization that provides direct services to crime victims.
- 2) Have a record of providing effective direct services to crime victims.
- 3) Have the support and approval of its services by the community.
- 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 victim services.
- 6) Utilize volunteers; unless the State determines there is a compelling reason to waive this requirement.
- 7) Promote, within the communities served, a coordinated approach for serving crime victims, thus avoiding duplication of effort. Coordination may include, but is not limited to serving on State, Federal, local, or Native American task forces, commissions and/or working groups; developing written interagency agreements; etc – all of which contribute to better and more comprehensive services to crime victims.
- 8) Assist crime victims with Crime Victims' Compensation Program benefits.
- 9) Comply with applicable provisions of the Victims' Services Program Guidelines, the Office of Justice Programs Financial Guide, and the Office of Violence Against Women Financial Grant Management Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable victim services, client files, the portion of the project supplied by other sources of revenue, 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; and permit reasonable access to its 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 crime victims.
- 13) Provide services at no charge to victims through the funded project.
- 14) Maintain confidentiality of client information.
- 15) Prohibit policies that support denying individuals access to services based on their relationship to the perpetrator.
- 16) Prohibit policies that support practices that impose restrictive conditions to be met by the victim in order to receive services.

**Programs are NOT ELIGIBLE for funds if they:**

- 1) Focus primarily on lobbying or raising public awareness;
- 2) Are crime prevention programs;
- 3) Are programs in which crime victims 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; or
- 5) Are in-patient treatment facilities that are 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 only for that portion of their activity that directly serves crime victims.

**NONSUPPLANTING**

Victims' Services grant funds are to be used to enhance or expand services to victims, not to substitute (supplant) other funding sources. In other words, state and local funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the state of South Dakota. VOCA, FVPSA, STOP, DASA and SASP funds must add to, not replace, what already exists. In those instances where a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

**METHOD OF PAYMENT**

Victims' Services funds will be paid on a reimbursement basis. Requests for payment must be submitted through the Victims' Services Management System (VSMS) and must include a breakdown of expenses incurred and funds requested. Documentation of expenses may be required.

**REPORTING REQUIREMENTS**

Subgrantees are required to complete a quarterly progress report, through the Victims' Services Management System.

STOP and SASP subgrantees are also required to complete an Annual Progress Report using a reporting form from the Muskie Institute. It is suggested applicants review the reporting requirements by going to the Muskie Institute website at <http://muskie.usm.maine.edu/vawamei/> to determine if they want to apply for the STOP and SASP funds.

## COMPLETING THE APPLICATION

Current grantees must complete the grant application on the Victims' Services Management System. Refer to the grant application section of the Victims' Services Management System User's Manual for instructions on how to complete the application. After you have submitted your grant application, please send an e-mail to [shannon.schweitzer@state.sd.us](mailto:shannon.schweitzer@state.sd.us) stating your 2017 application has been submitted in the VSMS.

Agencies who are not currently funded through the Victims' Services Program, but who are interested in applying for funds should contact Shannon Schweitzer at [shannon.schweitzer@state.sd.us](mailto:shannon.schweitzer@state.sd.us) or at 605.773.3109.

**Read the application guidelines to determine which grant(s) most appropriately fit your agencies' goals and needs. Only apply for the grant(s) your proposed project meet the stated Primary Purpose.**

Agencies are required to have a Data Universal Numbering System (DUNS) Number and register with the System for Award Management (SAM). SAM was formerly called the Central Contractor Registration (CCR) Database. More information about DUNS can be found at [www.dnb.com](http://www.dnb.com) or call 1-866-705-571. More information about SAM can be found at [www.sam.gov](http://www.sam.gov). 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.

Indirect cost rates are allowed if the applicant has a federally approved indirect cost rate. A copy of the rate approval must be attached. If the applicant does not have an approved rate, one can be requested by contacting the cognizant federal agency, or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f.

## APPLICATION SUBMISSION & DEADLINE

**Application and attachments must be received by  
5:00 pm CDT on April 10, 2016.**

Mail Attachment A along with requested items listed, Attachment B, Attachment C, and Attachment D to:

**South Dakota Department of Social Services  
Victims' Services Program  
700 Governors Drive  
Pierre, SD 57501**

Late applications will not be considered for funding. Your application will not be considered complete without the attachments and original signatures. Emailed and faxed applications will not be considered.

**Grant awards will be announced in May 2016.**

## REVIEW PROCESS

Grant applications are screened by the Victims' Services Program Manager for eligibility and completeness. The Department of Social Services will review the applications. When making final selections, the Department may make a grant award for less than the amount applied for. Each year, the Department may set specific priorities, in addition to the review criteria, which may affect its funding decisions. Generally, 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;
- a diverse base of funding and other support, particularly local community support, shown either by local funding or volunteer support (or both), that indicates the agency's reliance on government funding is not total.

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

- Eligibility;
- Quality of proposed use of funds;
- Number of people served compared to amount of funding requested;
- History of agency's grant management and financial management; and
- Need.

If your program has previously received funds from the Victims' Services Program, your program's past performance, particularly in terms of financial management, monthly reporting, and compliance with prior year grant requirements, will be given consideration in the review process.

Each grant award is calculated based on a funding formula or other pre-established method for that particular grant.

- VOCA is awarded using a base amount plus a shelter services formula for shelters, and a competitive review process for other victim service programs.
- FVPSA is awarded through a formula that calculates a base amount plus shelter services provided.
- STOP/VAWA is awarded using a base amount and through a competitive review process for the remainder.
- DASA is awarded using a base amount plus shelter services provided.
- SASP is awarded through a competitive review process.

Victims' Services makes an effort to continue funding projects that remain both eligible and effective from year to year. However, each project must stand on its own merit each year. No project will be guaranteed continued 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 law.

# 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 deposits to assist people who have been victimized by crime. A portion of the fund is awarded annually in grants to states, and then subgranted to agencies that provide direct services to crime victims. This annual allotment varies, depending on the amount of money collected by the US Department of Justice.

### 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, in order to reduce the severity of the psychological consequences of the victimization; and
- to demonstrate on-going support for the victim in coping with the impact of the victimization.

### Priority

- Priority shall be given to victims of sexual assault, domestic violence, and child abuse. Thus, a minimum of 10% of each FY's grant (30% total) will be allocated to each of these categories of crime victims.
- Each state must determine categories of victims that are underserved, and grant at least 10% of its funds to crime victim assistance programs that provide services to those combined categories of victims. South Dakota's underserved categories are: adults molested as children; survivors of homicide victims; victims of intoxicated drivers; victims of robbery and elder abuse.

### Match Requirements: (Cash or In-kind, or a combination of both)

- 20% of the Total Project Budget for existing programs and new programs.
- 5% of the Total Project Budget for programs located on a reservation.

### Calculating the Match for VOCA:

To calculate the minimum amount of matching funds needed, use the following formula:

1. Decide how much grant money you would like to request from VOCA.
2. Divide the Request Amount by 100% minus the percent of match required.
  1. Existing programs and new programs (20% match required): divide request amount by 80%.
  2. Tribal programs (5% match required): divide request amount by 95%.
3. The result will be your TOTAL PROJECT COST.
4. Multiply the Total Project Cost by the percentage of match required to come up with the dollar amount of matching funds you will need.

### **EXAMPLE FOR CALCULATING VOCA MATCH:**

An existing non-tribal Program wants to apply for \$7,000: (existing non tribal programs require a 20% match)

1. \$7,000 divided by 80% = \$8,750 (Total Project Cost)
2. \$8,750 times 20% (required match) = \$1,750

**\$1,750 is the Match Amount Required**

**VOCA Allowable Costs:**

- VOCA funds must be expended only for providing **direct services** to victims of violent crime. Any costs not directly related to service delivery for victims may not be charged to VOCA.

Personnel	Only the time spent on direct service activities may be charged to VOCA. Visitation Center staff can only charge direct service time spent with clients outside of the visit. CASA staff can charge direct service time and time spent coordinating direct service volunteers. Direct service time and activities must be documented. Time spent providing supervision of direct service providers can be charged for VOCA. Contracted services should not be charged to the personnel category.
Benefits (Benefits are applied for and expended within the Personnel category of the VOCA grant.)	Payroll taxes, health insurance, workman’s compensation, retirement, Unemployment Insurance. <b>Benefits must be prorated</b> based on the amount of VOCA funds paying for a position.
Rent and Operating Expenses	Internet, cable and advertising of services/hotline. <b>The following expenses need to be prorated among all funding sources:</b> cost of postage, office supplies, copier and fax services; general supplies purchased for client use at the shelter; repairs to cell phones and landline phones; utilities (e.g. security, heat, propane, water, electric, sewer, and waste); audit; minor repairs and minor maintenance; minor maintenance on agency vehicles (tires, oil change); insurance costs for professional liability and automobile insurance.
Emergency Services	Items must be necessary, essential and respond to the immediate emotional and physical needs of crime victims. Includes food for the shelter (and delivery charges); clothing for rape victims and other clients; paying for birth certificates and identification cards; daycare; interpreter services; gas vouchers for clients; paying for gas in a client’s vehicle, transit tickets and bus tickets to get clients to a safer location; and payments to a hotel/motel for providing shelter. Specialty items bought for a specific client are Emergency Services expenses.
Furniture and Equipment	May be used for furniture and equipment that provides or enhances direct services to victims. Funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. Furniture and Equipment form must be submitted. (See definitions.)
Travel/Mileage	Mileage reimbursed to staff for direct service transportation and gasoline for the agency vehicle. Expenses must be supported with mileage logs.
Development/Training Expenses	Training must be related to skill development of staff and volunteers so they are better able to serve victims of violent crime. Training costs may include meal per diem, travel, lodging and registration costs. May also include books and videos.
Other Expenses	Brochures, posters, and public services announcements regarding services provided; short term client counseling (up

	to one year); group supplies; cost of background checks for direct services staff and volunteers; costs for recruiting VOCA funded personnel and volunteers; and subcontractors.
Repair, Replacement and Renovation	Must contribute to maintaining a healthy and/or safe environment for victims. The following must be met: 1) The building must be owned by the grantee and not rented or leased. 2) All other sources of funding have been exhausted. 3) There is no option for providing the service in another location. 4) The cost of the repair or replacement is reasonable considering the value of the building. 5) The cost of repair or replacement is prorated among <u>all</u> funding sources.
Telephone	Prorated telephone expenses, including crisis line and landline telephones. Crisis line expenses may be prorated among Victims' Services funds only. Non-crisis line telephone expenses must be prorated among all funding sources.

### VOCA Non-Allowable Costs

Crime prevention and general community education	Includes staff time and resources purchased for this purpose.
Victim relocation expenses	Includes moving expenses, rent, housing and utility deposits.
Perpetrator rehabilitation and counseling	Includes batterer intervention groups.
Fundraising	This includes staff time or processing costs incurred in applying for or administering VOCA grant funds. Also includes time spent fundraising, advertising for fundraisers, and resources purchased for fundraising events.
Lobbying	
Indirect organization costs	Includes association membership fees, liability insurance on buildings, property insurance, directors and officers insurance and dishonesty bond insurance, capital improvements, security guards, property losses and expenses, real estate purchases, mortgage payments, rental or lease payments for an owned facility, construction costs, etc.
Witness management or notification programs	Includes expenses such as travel to testify in court on criminal matters.
Activities directed towards prosecuting an offender	Includes witness notification and management activities and expert testimony at a trial. Also includes witness protection costs and subsequent lodging and meal costs.
Administrative costs	Includes policy development and interagency agreements; and food for staff and board meetings.
Medical bills for victims	Includes medication costs.
Activities or services that directly benefit the offender	
Staff training events where purchased food is brought in	Call the Victims Services Program Manager prior to planning a training event paid for with Victims' Services funds.
Late payment fees	
Visitation Center services	This includes the time supervising and coordinating a visit or

	exchange.
Purchasing and leasing vehicles	
Victim property loss	Includes reimbursing crime victims for expenses incurred as a result of a crime.
Services to incarcerated individuals	
Stipend paid to volunteers or staff	Includes stipends paid for crisis line coverage.
Direct payments to victims or any dependents	This includes cash payments and gift cards. (It does not include gas vouchers.)
Immigration fees	
Legal services	Including divorces, legal separations, custody and visitation.
Research projects	
Any activities that may compromise victim safety.	
Payments to an individual, for services, who are not a licensed vendor, or sub-contractor	This includes individuals providing maintenance and lawn care.

### **FVPSA GRANT OVERVIEW**

The Family Violence Prevention and Services Act is funded through the US Department of Health and Human Services, Administration for Children and Families, Office of Community Services.

#### **Primary purpose:**

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

#### **Priority**

- Not less than 70% of FVPSA funds will be distributed for immediate shelter and related assistance to victims of family violence and their dependants, dating violence, and domestic violence. At least 25% of the total will be awarded for supportive and prevention services.

#### **Match requirements** (Cash or In-kind, or a combination of both)

- 20% of the Total Project Budget.

#### **Calculating the Match for FVPSA:**

To calculate the minimum amount of matching funds needed, use the following formula:

1. Decide how much grant money you would like to request from FVPSA.
2. Divide the Request Amount by 100% minus the percent of match required.
  - Existing programs and new programs (20% match required): divide request amount by 80%
3. The result will be your TOTAL PROJECT COST.

- Multiply the Total Project Cost by the percentage of match required to come up with the dollar amount of matching funds you will need.

**EXAMPLE FOR CALCULATING FVPSA MATCH:**

A Program wants to apply for \$7,000:

- \$7,000 divided by 80% = \$8,750 (Total Project Cost)
- \$8,750 times 20% (required match) = \$1,750

**\$1,750 is the Match Amount Required**

**FVPSA Allowable Costs:**

- FVPS funds must be expended only for providing **direct services** to victims of family violence, domestic violence, dating violence and their dependants; as well as to increase public awareness about, prevention of family violence, domestic violence and dating violence. Any costs not directly related to services delivery or public awareness/prevention for these victims may not be charged to FVPS.

Personnel	Only the time spent on direct service activities and community education/prevention may be charged to FVPSA. Visitation Center staff can only charge direct service time spent with clients outside of the visit. Direct service time and activities must be documented. Contracted services should not be charged to the personnel category.
Benefits (Benefits are applied for and expended within the Personnel category of the FVPS grant.)	Payroll taxes, health insurance, workman's compensation, retirement, Unemployment Insurance. <b>Benefits must be prorated</b> based on the amount of FVPSA funds paying for a position.
Rent and Operating Expenses	Internet, cable and advertising of services/hotline. <b>The following expenses need to be prorated among all funding sources:</b> cost of postage, office supplies, copier and fax services; general supplies purchased for client use at the shelter; repairs to cell phones and landline phones; utilities (e.g. security, heat, propane, water, electric, sewer, and waste); audit; minor repairs and minor maintenance; minor maintenance on agency vehicles (tires, oil change); insurance costs of professional liability, general liability, property and automobile insurance.
Emergency Services	Items must be necessary, essential and respond to the immediate emotional and physical needs of crime victims. Includes food for the shelter (and delivery charges); clothing for clients; paying for birth certificates and identification cards; daycare; gas vouchers for clients; interpreter services; paying for gas in a client's vehicle; transit tickets and bus tickets to get clients to a safer location; and payments to a hotel/motel for providing shelter. Specialty items bought for a specific client are Emergency Services expenses.
Travel/Mileage	Mileage reimbursed to staff for direct service transportation and gasoline for the agency vehicle. Expenses must be supported with mileage logs.
Development/Training Expenses	Training must be related to skill development of staff and

	volunteers so they are better able to serve victims of domestic, family and dating violence. Training costs may include meal per diem, travel, lodging and registration costs. May also include books and videos.
Other Expenses	Brochures; posters; public services announcements regarding services provided; short term client counseling (up to one year); group supplies; cost of background checks for direct services staff; costs for recruiting FVPSA funded personnel and volunteers; sub-contractors; and furniture and equipment that provides or enhances direct services. Funds cannot support the entire cost of furniture and equipment that is not used exclusively for victim-related activities. Furniture and Equipment form must be submitted. (See definitions.)
Telephone	Prorated telephone expenses, including crisis lines and landline telephones. Crisis line expenses may be prorated among Victims' Services funds only. Non-crisis line telephone expenses must be prorated among all funding sources.

### FVPS Non Allowable Costs

Victim relocation expenses	Includes moving expenses, rent, housing and utility deposits
Perpetrator rehabilitation and counseling	Includes batterer intervention groups.
Fundraising	This includes time or processing costs incurred in applying for or administering FVPSA grant funds. Also includes time spent fundraising, advertising for fundraisers and resources purchased for fundraising events.
Lobbying	
Indirect organization costs	Includes association membership fees, directors and officers insurance, dishonesty bond insurance, capital improvements, property losses and expenses, real estate purchases, mortgage payments, rental or lease payments for an owned facility, construction costs, etc.
Witness management or notification programs	Includes expenses such as travel to testify in court on criminal matters.
Administrative costs	Includes policy development and interagency agreements and food for staff and board meetings.
Medical bills for victim	Includes medication costs.
Activities or services that directly benefit the offender	
Staff training events where purchased food is brought in	Call the Victims' Services Program Manager prior to planning a training event paid for with Victims' Services funds.
Late payment fees	
Visitation Center Services	This includes the time supervising and coordinating a visit or exchange.
Purchasing and leasing vehicles	
Victim property loss	Includes reimbursing crime victims for expenses incurred as a result of a crime.
Services to incarcerated individuals	

Stipend paid to volunteers or staff	Includes stipends paid for crisis line coverage.
Inherently religious activities	Includes instruction, worship and proselytization.
Direct payments to victims or any dependents	This includes cash payments and gift cards. (It does not include gas vouchers.)
Immigration fees	
Legal services	Including divorces, legal separations, custody and visitation.
Research projects	
Any activities that may compromise victim safety	
Payments to an individual, for services, who are not a licensed vendor, or sub-contractor	This includes individuals providing maintenance and lawn care.

**STOP/VAWA GRANT OVERVIEW**

The STOP (Services\*Training\*Officers\*Prosecutors) Violence Against Women Act grant is funded through the US Department of Justice and encourages strategies to combat violent crimes against women, including domestic violence, dating violence, stalking and sexual assault.

STOP/VAWA funds are allocated based on federal guidelines with 25% allocated to law enforcement, 25% allocated to prosecution, 30% allocated to Victim Services (of which at least 10% is to be distributed to culturally specific community-based organizations), 5% allocated to courts, and 15% discretionary to serve victims of domestic violence, dating violence, sexual assault and stalking.

**Primary Purpose:**

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

**Funding Priorities:** The State Implementation Plan for Victims’ Services under the STOP Violence Against Women Act grant program allows funding for two priority areas; Enhanced Court Advocacy and Specialized Service Programs. Agencies may apply for only Enhanced Court Advocacy funds, only Specialized Services Program funds, or both.

- I. Enhanced Court Advocacy** and other core services for victims provided through local domestic violence and sexual assault programs.

**How to Apply:** The *STOP Detailed Budget Narrative and Worksheet*, in VSMS, must define the court advocacy and other core services provided by the positions and categories in which STOP funding is requested.

**II. Specialized Service Program** for the following underserved populations:

- A. Victims in rural areas
- B. Native American victims
- C. Victims with Substance Abuse issues
- D. Victims with a chronic mental health diagnosis
- E. Teen victims

- F. Elderly victims
- G. Linguistic and culturally appropriate services for victims (includes culturally competent services designed to meet the specific needs of the target population).

**How to Apply:** Funds for a Specialized Service Program will be awarded competitively based upon the applicant’s proposed project and budgeted costs. **If your agency would like to apply for STOP Specialized Service Program funds, the items below must be completed:**

1. **Your agency must complete additional questions on Attachment C** and mail it to the Victims’ Services Program along with all other Attachments required as part of the Combined Application.

2. **The STOP Detailed Budget Narrative and Worksheet**, in VSMS, must specifically designate and provide a narrative explanation for each STOP Specialized Service Program (SSP) staff position and expense category requested separately from any base funds requested. For example, you might list “Specialized Service Program Advocate” as a position under the Personnel and Benefits section or “Specialized Service Program Training” under the Development and Training section. Please see examples below.

**STOP Personnel and Benefits**

<b>Name of Position</b>	<b>Total Salary</b>	<b>Total Benefits</b>	<b>Total</b>	<b>% of time</b>	<b>% of time in dollars</b>	<b>STOP funds request</b>
Advocate(base funds)	\$35,000	\$2,500	\$37,500	10%	\$3,750	\$3,750
SSP Advocate	\$27,000	\$1,7000	\$28,700	95%	\$27,265	\$27,265

Budget Narrative: STOP base funds will be used to fund an Advocate. The Advocate is responsible for assisting with Protection Orders and court accompaniment. The Advocate also provides direct services to sheltered residents. SSP funds will be used to fund a Teen Advocate. The Teen Advocate will work with victims of dating violence between the ages of 11-19.

**STOP Development/Training Expenses**

<b>Training Category</b>	<b>Funds Requested</b>
Conference Registration	\$250
SSP Training-Conference Registration	\$250

Budget Narrative: STOP base funds will be used to pay for the Advocate’s registration to a stalking conference. SSP funds will be used to send the Teen Advocate to a healthy teen relationships training.

**Match requirements – No match will be required for FY2017 STOP Victims’ Services funds.** All other allocation areas (law enforcement, prosecution, and courts) still require match.

**STOP Allowable Costs:**

- STOP funds must be expended only for providing **direct services** to victims of domestic violence, dating violence, sexual assault and stalking. Any costs not directly related to service delivery for these victims may not be charged to STOP.

Personnel	Only the time spent on direct service activities may be charged
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	to STOP. Visitation Center staff can only charge direct service time spent with clients outside of the visit. Direct service time and activities must be documented. Contracted services should not be charged to the personnel category.
Benefits (Benefits are applied for and expended within the Personnel category of the STOP grant.)	Payroll taxes, health insurance, workman's compensation, retirement, Unemployment Insurance. <b>Benefits must be prorated</b> based on the amount of STOP funds paying for a position.
Rent and Operating Expenses	Internet, cable and advertising of services/hotline. <b>The following expenses need to be prorated among all funding sources:</b> cost of postage, office supplies, copier and fax services; general supplies purchased for client use at the shelter; repairs to cell phones and landline phones; utilities (e.g. security, heat, propane, water, electric, sewer, and waste); audit; insurance costs of professional liability, general liability, property and automobile insurance.
Emergency Services	Items must be necessary, essential and respond to the immediate emotional and physical needs of victims. Includes food for the shelter (and delivery charges); clothing for rape victims and other clients; medical expenses; paying for birth certificates and identification cards; daycare; interpreter services; gas vouchers for clients; paying for gas in a client's vehicle; transit tickets and bus tickets to get clients to a safer location; and payments to a hotel/motel for providing shelter. Specialty items bought for a specific client are Emergency Services expenses.
Travel/Mileage	Mileage reimbursed to staff for direct service transportation and gasoline for the agency vehicle. Expenses must be supported with mileage logs.
Development/Training Expenses	Training must be related to skill development of staff and volunteers so they are better able to serve STOP funded victims. Training costs may include meal per diem, travel, lodging and registration costs. May also include books and videos.
Other Expenses	Brochures, posters, public services announcements regarding services provided; short term client counseling (up to one year); group supplies; cost of background check for direct services staff and volunteers; costs for recruiting STOP funded personnel and volunteers; and subcontractors.
Telephone	Prorated telephone expenses, including crisis line and landline telephones. Crisis line expenses may be prorated among victims' services funds only. Non-crisis line telephone expenses must be prorated among all funding sources.

**STOP Non Allowable Costs:**

Violence prevention and general community education	Includes staff time paid and resources purchased for this purpose
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Victim relocation expenses	Includes moving expenses, rent, housing and utility deposits, etc.
Perpetrator rehabilitation and counseling	Includes batterer intervention groups.
Fundraising	This includes time or processing costs incurred in applying for or administering STOP grant funds. Also includes time spent fundraising, advertising for fundraisers and resources purchased for fundraising events.
Lobbying	
Indirect organization costs	Includes association membership fees, directors and officers insurance, dishonesty bond insurance, capital improvements, security guards, property losses and expenses, real estate purchases, mortgage payments, rental or lease payments for an owned facility, construction costs, building renovation or modifications, including seemingly minor items such as painting or replacing carpet.
Administrative costs	Includes policy development and interagency agreements; and food for staff and board meetings.
Activities or services that directly benefit the offender	
Staff training events where purchased food is brought in	Call the Victims' Services Program Manager prior to planning a training event paid for with Victims' Services funds.
Late payment fees	
Visitation Center services	This includes the time supervising and coordinating a visit or exchange.
Purchasing and leasing vehicles	
Victim property loss	Includes reimbursing crime victims for expenses incurred as a result of a crime.
Services to incarcerated individuals	
Stipend paid to volunteers or staff	Includes stipends paid for crisis line coverage.
Direct payments to victims or any dependents	This includes cash payments and gift cards. (It does not include gas vouchers.)
Criminal defense work	
Immigration fees	
Legal services	Including divorces, legal separations, custody
Research projects	
Any activities that may compromise victim safety	
Time spent working with primary victims ages 0-10	May serve secondary victims 0-10.
Payments to an individual, for services, who are not a licensed vendor, or sub-contractor	This includes individuals providing maintenance and lawn care.

**STOP Allowable Costs: (For Specialized Service Program Funds)**

- Any STOP funds awarded for providing the **Specialized Service Program which was outlined in the agency's application.**

Personnel	Only the time spent on the Specialized Service Program by the staff positions listed in the application may be charged to
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	STOP. This staff time must be documented separately from other direct and non-direct service activities.
Benefits (Benefits are applied for and expended within the Personnel category of the STOP grant.)	Payroll taxes, health insurance, workman's compensation, retirement, Unemployment Insurance. <b>Benefits must be prorated</b> based on the amount of salary paid with STOP funds for the Specialized Service Program.
Rent and Operating Expenses	Funds awarded for a Specialized Service Program typically should not be used for rent and operating expenses. However, if your agency feels there is a need for a Specialized Service Program item in the Rent and Operating category, contact the Victims' Services Program Manager.
Emergency Services	Funds awarded for a Specialized Service Program typically should not be used for emergency services. However, if your agency feels there is a need for a Specialized Service Program item in the Emergency Services category, contact the Victims' Services Program Manager.
Travel/Mileage	Mileage reimbursed to staff for transportation related to the Specialized Service Program or gasoline for the agency vehicle related to the Specialized Service Program. Expenses must be supported with mileage logs.
Development/Training Expenses	Training must be related to skill development of staff and volunteers who are working on the Specialized Service Program so they are better able to serve the underserved population. Training costs may include meal per diem, travel, lodging and registration costs.
Other Expenses	Group supplies for underserved populations identified by the agency in the application.
Telephone	Funds awarded for a Specialized Service Program typically should not be used for telephone expense. However, if your agency feels there is a need for a Specialized Service Program item in the Telephone category, contact the Victims' Services Program Manager.

### **STOP Non Allowable Costs (Base and Specialized Service Program)**

Violence prevention and general community education	Includes staff time paid and resources purchased for this purpose
Victim relocation expenses	Includes moving expenses, rent, housing and utility deposits, etc.
Perpetrator rehabilitation and counseling	Includes batterer intervention groups.
Fundraising	This includes time or processing costs incurred in applying for or administering STOP grant funds. Also includes time spent fundraising, advertising for fundraisers and resources purchased for fundraising events.
Lobbying	
Indirect organization costs	Includes association membership fees, directors and officers insurance, dishonesty bond insurance, capital improvements, security guards, property losses and expenses, real estate purchases, mortgage payments, rental or lease payments for an

	owned facility, construction costs, building renovation or modifications, including seemingly minor items such as painting or replacing carpet.
Administrative costs	Includes policy development and interagency agreements; and food for staff and board meetings.
Activities or services that directly benefit the offender	
Staff training events where purchased food is brought in	Call the Victims' Services Program Manager prior to planning a training event paid for with Victims' Services funds.
Late payment fees	
Visitation Center services	This includes the time supervising and coordinating a visit or exchange.
Purchasing and leasing vehicles	
Victim property loss	Includes reimbursing crime victims for expenses incurred as a result of a crime.
Services to incarcerated individuals	
Stipend paid to volunteers or staff	Includes stipends paid for crisis line coverage.
Direct payments to victims or any dependents	This includes cash payments and gift cards. (It does not include gas vouchers.)
Criminal defense work	
Immigration fees	
Legal services	Including divorces, legal separations, custody
Research projects	
Any activities that may compromise victim safety	
Time spent working with primary victims ages 0-10	May serve secondary victims 0-10.
Payments to an individual, for services, who are not a licensed vendor, or sub-contractor	This includes individuals providing maintenance and lawn care.

## DASA GRANT OVERVIEW

The DASA (Domestic and Sexual Abuse Program) grant is funded through the State of South Dakota general funds.

### **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 the shelter service programs; and
- to provide domestic violence and sexual assault prevention and education programs.

### **Priority**

- Priority given to victim assistance programs that provide assistance to victims of sexual assault and domestic violence.

### **Match requirements:**

- A contribution of non-Federal dollars (match) is not required for DASA.

**DASA Allowable Costs:**

- DASA funds can be expended on costs directly related to service delivery of domestic violence and sexual assault victims, as well as some administrative costs associated with serving victims of domestic violence and sexual assault.

Personnel	Staff time spent on direct and non-direct services activities, and time spent on domestic violence and sexual assault community awareness/prevention may be charged to DASA. Staff time and activities must be documented. Contracted services should not be charged to the personnel category.
Benefits (Benefits are applied for and expended within the Personnel category of the DASA grant.)	Payroll taxes, health insurance, workman’s compensation, retirement, unemployment insurance. <b>Benefits must be prorated</b> based on the amount of DASA funds paying for a position.
Rent and Operating Expenses	Includes association membership fees, internet, cable and essential and necessary items needed to respond to the immediate emotional and physical needs of individual domestic violence and sexual assault victims. <b>The following expenses must be prorated among all funding sources:</b> office supplies; general supplies purchased for client use at the shelter; bookkeeping services, utilities, audit, insurance and all other costs related to providing services to domestic violence and sexual assault victims.
Community Education	Includes staff time and resources purchased for providing domestic violence and sexual assault education to the community, including youth. Also includes advertising services/hotline.

**DASA Non Allowable Costs**

Victim Relocation expenses	Includes moving expenses, rent, housing and utility deposits, etc.
Perpetrator rehabilitation and counseling	Includes batterer intervention groups.
Fundraising	Includes time spent fundraising, advertising a fundraiser, and resources purchased for fundraising events.
Lobbying	
Indirect organization costs	Includes capital improvements; property losses and expenses; real estate purchases; mortgage payments; rental or lease payments for an owned facility; construction costs; and food for staff meeting and board meetings.
Activities or services that directly benefit the offender	
Staff training events where purchased food is brought in	Call the Victims Services Program Manager prior to planning a training event paid for with Victims’ Services funds.
Late payment fees	
Visitation Center services	This includes the time supervising and coordinating a visit or exchange.
Purchasing and leasing vehicles	

Victim property loss	Includes reimbursing crime victims for expenses incurred as a result of a crime.
Services to incarcerated individuals	
Stipend paid to volunteers or staff	Includes stipends paid for crisis line coverage.
Direct payments to victims or any dependents	This includes cash payments and gift cards. (It does not include gas vouchers.)
Immigration fees	
Legal services	Including divorces, legal separations, custody and visitation
Research projects	
Any activities that may compromise victim safety	
Payments to an individual, for services, who are not a licensed vendor, or sub-contractor	This includes individuals providing maintenance and lawn care.

## SASP GRANT OVERVIEW

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

### **Primary Purpose:**

- Provide intervention, advocacy, accompaniment (e.g., accompanying 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 victim services programs to assist those victimized by sexual assault.

### **Program Priorities**

- Support rape crisis centers in providing direct intervention and related assistance services; and
- 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.

### **SASP funds will be awarded through a competitive process.**

### **Matching Funds**

A contribution of non-Federal dollars (“match”) is not required for this program.

### **Funds Allocation**

The **SASP Program** funds are to be distributed to nongovernmental agencies to carry out programs and projects specified under the eligible statutory purposes. In distributing funds, states must:

- Give priority to areas of varying geographic size with the greatest showing of need. In assessing need, states must consider the range and availability of existing sexual assault

programs in the population and geographic area to be served in relation to the availability of such programs in other such populations and geographic areas;

- 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; and
- Ensure that the needs of previously underserved populations are identified and addressed;

**SASP Allowable Costs:**

- SASP funds must be expended only for providing **direct services** to adult, youth and child victims of sexual assault, or those who are collaterally affected by such victims. Any costs not directly related to service delivery of 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.

Personnel	Only the time spent on direct services activities to sexual assault victims, by staff positions listed in the application, may be charged to SASP. If a position works with sexual assault and domestic violence victims, the time spent working with sexual assault victims and activities completed with these victims must be documented separately. Contracted services should not be charged to the personnel category.
Benefits (Benefits are applied for and expended within the Personnel category of the SASP grant.)	Payroll taxes, Health Insurance, Workman’s Compensation, retirement, Unemployment Insurance. <b>Benefits must be prorated</b> based on the amount of SASP funds paying for a position.
Rent and Operating Expenses	Internet for SASP funded staff and advertising of services/hotline. <b>The following expenses must be prorated among all funding sources:</b> office supplies, copier and fax services; utilities (not including telephones); audit; and professional, automobile and property insurance.
Emergency Services	Items must be necessary, essential and respond to the immediate emotional and physical needs of sexual assault victims. Clothing for rape victims; medical expenses related to the sexual assault; paying for birth certificates and identification cards; daycare and gas vouchers for clients; interpreter services; paying for gas in a client’s vehicle; transit tickets and bus tickets to get clients to a safer location; and payments to a hotel/motel for providing shelter. Specialty items bought for a specific sexual assault client are Emergency Services expenses.
Furniture and Equipment	May be used for furniture and equipment that provides or enhances direct services to sexual assault victims. Funds cannot support the entire cost of an item that is not used exclusively for sexual assault victim related activities. Furniture and Equipment form must be submitted.
Travel/Mileage	Mileage reimbursed to staff for sexual assault related direct service transportation and gasoline for the agency vehicle. Expenses must be supported with mileage logs.
Development/Training Expenses	Training must be related to skill development of staff funded through the SASP grant and volunteers who provide sexual assault services so they are better able to serve sexual assault

	victims. Training costs may include meal per diem, travel, lodging and registration costs. May also include books and videos.
Other Expenses	Brochures, posters and public services announcements regarding sexual assault services provided; short term client counseling (up to one year); group supplies; cost of background checks for SASP funded staff; costs for recruiting SASP funded personnel, volunteers and subcontractors.
Telephone	Prorated (based on the amount of sexual assault calls) telephone expenses, including crisis lines and landline telephones. Crisis line expenses may be prorated among Victims' Services funds only. Non-crisis line telephone expenses must be prorated among all funding sources.

### SASP Non Allowable Costs

Prevention efforts	Includes staff time paid and resources purchased for this purpose. Includes presentations on healthy relationships.
Victim Relocation expenses	Includes moving expenses, rent, housing and utility deposits, etc.
Fundraising	This includes time or processing costs incurred in applying for or administering SASP grant funds. Also includes time spent fundraising, advertising for fundraisers and resources purchased for fundraising events.
Lobbying	
Indirect organization costs	Includes association membership fees, liability insurance on buildings, directors and officers insurance and dishonesty bond insurance; capital improvements; security guards; property losses and expenses; real estate purchases; mortgage payments; rental or lease payments for an owned facility; construction costs; and building renovation or modifications including seemingly minor items such as painting or replacing carpet.
Witness management or notification programs	Includes expenses such as travel to testify in court on criminal matters.
Administrative costs	Includes coordination of Sexual Assault Response Teams, policy development and interagency agreements, food for staff and board meetings.
Activities or services that directly benefit the offender	Including perpetrator rehabilitation and counseling.
Staff training events where purchased food is brought in	Call the Victims' Services Program Manager prior to planning a training event paid for with Victims' Services funds.
Late payment fees	
Visitation Center services	This includes the time supervising and coordination a visit or exchange
Purchasing and leasing vehicles	
Victim property loss	Includes reimbursing crime victims for expenses incurred as a result of a crime.
Services to incarcerated individuals	

Stipend paid to volunteers or staff	Includes stipends paid for crisis line coverage.
Direct payments to victims or any dependents	This includes cash payments and gift cards (It does not include gas vouchers.)
Immigration fees	
Legal services	Including divorces, legal separations, custody and visitation.
Criminal Justice Projects	Including law enforcement, prosecution, courts and forensic interviews.
Sexual Assault Forensic Examiner Projects	
Generalized statewide sexual assault training, training of allied professionals, or training for non-SASP funded staff.	Includes law enforcement, social services agencies and prosecutors
Curriculum development not directly linked to the provision of direct sexual assault services	
Shelter supplies	Including food for shelter
Research projects	
Any activities that may compromise victim safety	
Payments to an individual, for services, who are not a licensed vendor, or sub-contractor	This includes individuals providing maintenance and lawn care.

## Appendix I

### PRORATING GUIDELINES

#### **Prorate:**

To divide, distribute or assess proportionately; a proportional distribution. Items that are to be prorated are done so based on the portion the grant is to the total program income including funding sources outside of the Victims' Services funds

Victims' Services funds can only be charged for a prorated share of certain Rent and Operating costs. These costs must be prorated among all sources of income, not just among Victims' Services grants. When completing your grant application, estimate what your agency's budget will be for the grant award period and apply accordingly. If funds are awarded, prorating for expenses will need to be recalculated based on the actual award.

Rent and Operating costs which must be prorated to all funding sources include insurance; utilities such as electric, security, heat, propane, water, sewer, 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; and audit costs.

Benefits and Workman's Compensation Insurance costs must also be prorated based on the amount of payroll expenses charged to each grant.

- **Note: Items not included on your grant application, should not be charged to the Victims' Services grants unless you have prior permission from the Victims' Services Program Manager.**
- **Agencies are responsible for being able to display how items were prorated.**

#### **Prorating Examples**

Agency Total Income		Percentage
United Way	\$10,000	8.3%
FVPS	\$20,000	16.7%
VOCA	\$25,000	20.8%
STOP	\$10,000	8.3%
DASA	\$5,000	4.2%
ESG	\$20,000	16.7%
SASP	\$10,000	8.3%
Other Funds	\$20,000	16.7%
Total	\$120,000	100%

(Figure 1)

1. **Example of prorating for shelter supplies, utilities, audit, rent, and landline phone:** (See Figure 1) Divide income from each funding source by the total income to find out the prorated % of income. Example \$20,000 (FVPSA income) divided by \$120,000 (total base budget) is 16.7%.

If a total rent and operating cost, such as facility rent, is \$7,000 then at a maximum:

- \$1,166.67 ( $\$7,000 \times 16.7\% = \$1,166.67$ ) could be paid by the FVPS grant.
- \$1,458.33 ( $\$7,000 \times 20.8\% = \$1,458.33$ ) could be paid the VOCA grant.
- \$ 583.33 ( $\$7,000 \times 8.3\% = \$583.33$ ) could be paid by the STOP grant.
- \$ 291.67 ( $\$7,000 \times 4.2\% = \$291.67$ ) could be paid by DASA grant.
- \$ 583.33 ( $\$7,000 \times 8.3\% = \$583.33$ ) could be paid by the SASP grant.

Only portions of the expenses funded through the Victims' Services grants can be prorated to the Victims' Services grants. For example, if you have an umbrella program, but the Victims' Services Program only pays for the shelter Program, then the agency would need to figure out the utility expenses related to the shelter program and prorate the expenses based on the shelter program expenses.

**2. Example of prorating for Repair, Replacement and Renovation costs** (See Figure 1)

Repair, Replacement and Renovation costs are only allowable to the VOCA grant. Therefore, if an agency had the budget in Figure 1 and a Repair, Replacement and Renovation cost of \$2,500; up to \$520.83 of this expense could be charged to VOCA. ( $\$2,500 \times 20.8\%$ ) No amount of this expense could be charged to FVPS, STOP, DASA or SASP.

**3. Example of prorating for Insurance Costs** (See Figure 1) (Does not include Workman's Compensation Insurance)

When figuring out the amount of insurance costs to charge to the Victims' Services grants, you will need to ensure you are only charging allowable insurance costs to each grant. For example, many agencies receive a bundled insurance bill for general liability insurance, professional liability insurance, automobile insurance and etc. You will need to figure out the individual cost of each insurance type and prorate accordingly. For example, an agency with the budget in Figure 1 has an annual insurance premium of \$5,100. \$3,000 is for professional liability insurance, \$1,500 is for general liability, \$500 is for automobile insurance and \$100 is for Directors and Officers Insurance. The Program can charge:

**Professional Liability- \$3000**

- Up to \$500 of the professional liability costs to FVPS. ( $\$3000 \times 16.7\% = \$500$ )
- Up to \$250 of the professional liability costs to STOP. ( $\$3000 \times 8.3\% = \$250$ )
- Up to \$125 of the professional liability costs to DASA. ( $\$3000 \times 4.2\% = \$125$ )
- Up to \$625 of the professional liability costs to VOCA. ( $\$3000 \times 20.8\% = \$625$ )
- Up to \$250 of the professional liability costs to SASP. ( $\$3000 \times 16.7\% = \$250$ )

**General Liability- \$1,500**

- Up to \$250 of the general liability costs to FVPS. ( $\$1500 \times 16.7\% = \$250$ )
- Up to \$125 of the general liability costs to STOP. ( $\$1500 \times 8.3\% = \$125$ )
- Up to \$62.50 of the general liability costs to DASA. ( $\$1500 \times 4.2\% = \$62.50$ )
- Zero costs of general liability to VOCA and SASP, as this is not an allowable expense.

**Automobile- \$500**

- Up to \$83.33 of the automobile insurance costs to FVPS. ( $\$500 \times 16.7\% = \$83.33$ )
- Up to \$41.67 of the automobile insurance costs to STOP. ( $\$500 \times 8.3\% = \$41.67$ )
- Up to \$20.83 of the automobile insurance costs to DASA. ( $\$500 \times 4.2\% = \$20.83$ )
- Up to \$104.17 of the automobile insurance costs to VOCA. ( $\$500 \times 20.8\% = \$104.17$ )
- Up to \$41.67 of the automobile insurance costs can be charged to SASP. ( $\$500 \times 16.7\% = \$41.67$ )

**Director and Officers- \$100**

- Up to \$4.17 of the Director and Officers Insurance can be charged to DASA ( $\$100 \times 4.2\% = \$4.17$ )

- Zero costs for Director and Officers Insurance to FVPS, STOP, VOCA and SASP, as this is not an allowable expenses within these grants.

Agency Victims' Services. Income		Percentage
FVPS	\$20,000	33.3%
VOCA	\$25,000	41.7%
STOP	\$10,000	16.7%
DASA	\$5,000	8.3%
Total	\$60,000	100%

(Figure 2)

**4. Example of prorating for crisis line costs for agencies without SASP funds** (See Figure 2 above) Crisis Line Costs are prorated a bit differently than other costs, as crisis line costs can be prorated among Victims' Services income only.

From figure 2, an agency with a crisis line cost of \$80.00 could charge:

- Up to \$26.64 of the crisis line costs to FVPS. ( $\$80 \times 33.3\% = \$26.64$ )
- Up to \$33.36 of the crisis line costs to VOCA. ( $\$80 \times 41.7\% = \$33.36$ )
- Up to \$13.36 crisis line costs to STOP. ( $\$80 \times 16.7\% = \$13.36$ )
- Up to \$6.64 crisis line costs to DASA. ( $\$80 \times 8.3\% = \$6.64$ )

**5. Example of prorating for crisis line costs for agencies with SASP funds** (See Figure 2 above)

Crisis Line Costs for agencies with SASP funds must first take into account the amount of sexual assault calls they receive in relation to all calls on the crisis line, prior to prorating the other grants.

For example an agency receives 200 crisis calls per month with 5 of these calls being sexual assault related. The agency crisis line costs are \$80.00 and the agency has the same budget as listed in Figure 2.

- 1) Divide the total sexual assault related calls by the total crisis line calls.  $5/200 = 2.5\%$ .  
Therefore, 2.5 percent of the crisis line expenses can be charged to SASP.  $\$80 \times 2.5\% = \$2.00$
- 2) Subtract the amount charged to SASP from the total crisis line expenses.  $\$80 - \$2 = \$78$ .
- 3) Figure the percentage each Victims Services grant is of the combined DASA, FVPS, STOP and VOCA budgets and take each percentage times the crisis line cost- the amount charged to SASP. Per the example:
  - Up to \$25.97 of the crisis line costs can be charged to FVPS. ( $\$78 \times 33.3\% = \$25.97$ )
  - Up to \$32.53 of the crisis line costs can be charged to VOCA. ( $\$78 \times 41.7\% = \$32.53$ )
  - Up to \$13.03 of the crisis line costs can be charged to STOP. ( $\$78 \times 16.7\% = \$13.03$ )
  - Up to \$6.47 of the crisis line costs can be charged to DASA. ( $\$78 \times 8.3\% = \$6.47$ )

April salary costs for Advocate A		Percentage
FVPS	\$300	24%
VOCA	\$250	20%
STOP	\$100	8%
DASA	\$200	16%
Other funds	\$400	32%
Total	\$1,250	100%

(Figure 3)

**6. Example of prorating for benefits** (See Figure 3)

Benefits need to be prorated based on the payroll an Employee has charged to each grant. Figure 3 shows how an advocate’s salary was charged for the month of April. The employee’s monthly health insurance premium paid by the agency is \$400.00. Therefore the Program can charge:

- Up to \$96 of the health insurance costs for April to FVPS. ( $\$400 \times 24\% = \$96$ )
- Up to \$80 of the health insurance costs for April to VOCA. ( $\$400 \times 20\% = \$80$ )
- Up to \$32 health insurance costs for April to STOP. ( $\$400 \times 8\% = \$32$ )
- Up to \$64 health insurance costs for April DASA. ( $\$400 \times 16\% = \$64$ )

This same process is used for prorating all benefits, including payroll taxes. (However, only benefits included on the agency’s grant application can be prorated to the Victims’ Services grants.)

January to June salary expenses		Percentage
FVPS	\$12,000	21.8%
VOCA	\$13,000	23.6%
STOP	\$6,000	10.9%
DASA	\$4,000	7.3%
Other funds	\$20,000	36.4%
Total	\$55,000	100%

(Figure 4)

**7. Example of prorating Workman’s Compensation Insurance** (See Figure 4)

Current payments for workman’s compensation need to be based on prior payroll. The Program needs to figure out their entire payroll expenses for the timeframe in which Workman’s Compensation Insurance is paid. (Example: If paid annually figure the proration on the last 12 months of payroll. If paid bi-annually figure out the proration based on the last 6 months of payroll. If paid quarterly, figure out the proration based on the last three months of payroll. If paid monthly figure out the proration based on the last month of payroll.) Divide payroll expenses from each funding source by the total payroll expenses to find out the prorated % of each income source. (Example from Figure 4: \$12,000 (FVPS income) divided by \$55,000 (total payroll expenses) is 21.8%.

In the Figure 4 example, an agency pays Workman’s Compensation Insurance bi-annually. The total payroll for the past 6 month period is \$55,000.00. The six month insurance premium is \$1,000. The Program can charge:

- Up to \$218.18 of the Workman’s Compensation insurance costs to FVPS. ( $\$1000 \times 21.8\% = \$218.18$ )
- Up to \$236.36 of the Workman’s Compensation insurance to VOCA. ( $\$1000 \times 23.6\% = \$236.36$ )
- Up to \$109.09 Workman’s Compensation insurance to STOP. ( $\$1000 \times 10.9\% = \$109.09$ )

- Up to \$72.73 Workman's Compensation insurance DASA. ( $\$1000 \times 7.3\% = \$72.73$ )

## **8. Example of prorating Furniture and Equipment Expenses**

Furniture and equipment expenses must be prorated based on the estimated amount of time the furniture and equipment will be used for direct services to victims or for victim-related activities. The Program also needs to take into account the amount of time the furniture and equipment will be used for direct services to victims of sexual assault, vs. the amount of time it will be spent on direct services related to victims of domestic violence, and violent crimes other than sexual assault.

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

- The 5% (\$45) of the fundraising use time can't be charged to any Victims' Services grants.
- The 7% (\$63) administrative use of time can be charged to DASA.
- The 20% (\$180) sexual assault use time can be charged to VOCA, SASP and/or DASA.
- The 68% (\$612) domestic abuse use time can be charged to VOCA, FVPS and/or DASA.
- No expense for the purchase of the computer can be charged to STOP, as this is not an allowable expense within the STOP grant.

## Appendix II

### DEFINITION OF TERMS

#### **Direct Service Time:**

Activities that directly benefit individual crime victims. This would include providing advocacy, accompaniment and support services to victims. In order for time to be considered direct service time, the staff time must be requested by the victim.

Below are items which are 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 ADAP entry
- Shelter upkeep (cleaning, yard work, etc.) is considered Direct Service time within the FVPS and DASA grants only

#### **Non-Direct Service Time:**

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

- Staff meetings, Interagency meetings, grant writing, bookkeeping/financial management
- Development of protocols, interagency agreements and other working agreements
- Development of agency policies
- Activities related to crime prevention
- Lobbying and administrative advocacy
- Needs assessment, surveys, evaluation and studies
- Fundraising; preparing for and participating in activities to raise funds for the agency
- Attending and preparing for board meetings
- Administrative related training
- Time supervising or coordinating a Visitation Center visit and exchange
- Maintaining victim records for National CASA
- Shelter upkeep (cleaning, yard work, etc.) is considered Non-Direct Service Time within the VOCA, SASP and STOP grants
- 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 this purpose, including articles for newsletters, as well as the preparation of and giving presentations for this purpose.

- DASA supports community education/prevention of domestic violence and sexual assault.
- FVPS supports community education/ prevention for family violence, domestic violence and dating violence.
- SASP, VOCA, and STOP do not support community education/prevention.

**Match:** A contribution of non-Federal dollars used to increase the amount of resources available to the projects supported by grant funds. Match contributions may be cash, in-kind services, or a combination of both.

- **In kind match** consists of donations to project activities that are other than cash, such as services or equipment that can be quantified in dollars or the value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the grantee's organization. The Victims' Services Program has set a \$12.00 an hour match rate for individuals who provide volunteer crisis line coverage, during non-office hours. \$12.00 an hour has also been set for those who provide unskilled labor. Administrative duties, as well as time donated for fundraisers **CANNOT** be used as match.
- **Cash match for Victims' Services funded projects CANNOT be met by Federal funds from other programs.** State or local funds, or funds contributed from the private sector, may be used as match. However, DASA funds **CANNOT** be used as match.
- In-kind time, services, goods or cash used to match a federal grant may not be used to meet match for another federal grant.
- All funds designated as match are restricted to the same use as the federal grant funds they are matching. In other words, you may match your grant with funds that are used to provide direct services to victims, but **NOT** with funds that are used for administration of programs, equipment, lobbying, etc.
- Grantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, material, equipment and space must be documented. Volunteer services must be documented and supported by the same methods used by the grantee for its own paid employees.

#### **Court Advocacy for STOP Grant:**

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

#### **Furniture and Equipment:**

- Furniture and equipment items use period must extend beyond the length of the grant period (such as computers). This does not include office supplies such as staplers.
- All equipment purchases will be subject to policies and procedures established in the Office of Justice Programs Financial Guide <http://ojp.gov/financialguide/index.htm>.
- 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 victim assistance funds supporting the purchase; the location, use, and condition of the property.
- The state Program Manager for the Victims' Services Program must give prior approval for equipment purchases and/or the disposal of equipment.
- Agencies are required to complete and submit a furniture and equipment form for all furniture and equipment purchased with Victims' Services funds. This form should be sent at the same time as the corresponding drawdown.

### Appendix III

#### Allowable Costs Quick Guide:

Activity	VOCA	FVPS	STOP (Base)	DASA	SASP	No VS Funds
Direct Services salary for DV	X	X	X	X		
Direct Service salary for SA	X		X	X	X	
Non-Direct service time (No fundraising)				X		
Fundraising time and expenses						X
Benefits {Payroll taxes, health insurance, retirement, work comp, unemployment insurance} (prorated)	X	X	X	X	X	
Utilities (prorated)	X	X	X	X	X	
Association Membership Fees (SDCEDSV and SDNAFVSA)				X		
Shelter supplies (prorated)	X	X	X	X		
Office supplies (prorated)	X	X	X	X	X	
Advertising of services/ hotline (DV)	X	X	X	X		
Advertising of services hotline (SA)	X		X	X	X	
Audit (prorated)	X	X	X	X	X	
Bookkeeping expenses (prorated)				X		
Minor repairs and maintenance (prorated)	X	X		X		
Insurance- General Liability (prorated)		X	X	X		
Insurance- Property (prorated)		X	X	X	X	
Insurance- Professional Liability (prorated)	X	X	X	X	X	
Insurance- Automobile (prorated)	X	X	X	X	X	
Insurance- Dishonesty/Fidelity bond (prorated)				X		
Insurance- Directors and Officers (prorated)				X		
Food for shelter	X	X	X	X		
Interpreter services	X	X	X	X	X	
Gas vouchers/client gas for vehicle	X	X	X	X	X	
Transit/Bus/Taxi tickets	X	X	X	X	X	
Hotel/Motel for shelter	X	X	X	X	X	
Furniture and Equipment (DV related)	X	X		X		
Furniture and Equipment (SA related)	X			X	X	
Travel/Mileage expenses for direct services	X	X	X	X	X	
Development/Training Expenses (DV)	X	X	X	X		
Development/Training Expenses (SA)	X		X	X	X	
Brochures, posters (DV)	X	X	X	X		
Brochures, poster (SA)	X		X	X	X	
Counseling- Short term (DV)	X	X	X	X		
Counseling- Short term (SA)	X		X	X	X	
Group supplies	X	X	X	X	X	
Cost for recruiting grant funded personnel	X	X	X	X	X	
Repair, Replacement and Renovation (prorated)	X					
Crisis line (prorated)	X	X	X	X	X	
Landline telephone (prorated)	X	X	X	X	X	
Prevention and Community Education (DV)		X		X		
Prevention and Community Education (SA)				X		
Victim relocation expenses						X
Mortgage payments						X
Construction costs						X
Medical expense and client medication (DV)			X	X		

Medical expenses related to sexual assault			X	X	X	
Activities that directly benefit offender						X
Food for staff and Board meetings/trainings						X
Late fees						X
Visitation Center services						X
Purchasing and leasing vehicle						X
Victim property loss						X
Services to incarcerated individuals						X
Stipend to volunteers/crisis line advocates						X
Direct payments to victims or any dependents						X
Immigration fees						X
Legal services/fees						X
Research						X
Activities which compromise victim safety						X
Payments to individuals who are not licensed vendors or subcontractors						X

## Attachment A Applicant Information Form

<b>Applicant Name (Agency/Organization)</b>	Name:	Telephone: Fax:
<b>Applicant Federal Employer ID #</b>		
<b>Applicant Duns #</b>		
<b>Applicant Physical Address</b> Include City and Zip Code		
<b>Applicant Mailing Address</b> Include City and Zip Code		
<b>Indicate the fiscal year of the subgrantee organization:</b>	<input type="checkbox"/> Oct – September <input type="checkbox"/> July – June <input type="checkbox"/> Other, explain _____	
<b>Application Attachments</b>		
<p><b>All Applicants:</b></p> <p><input type="checkbox"/> Board approved current agency Fiscal Year budget</p> <p><input type="checkbox"/> Summary of all income and expenses for agency's recently ended Fiscal Year</p> <p><input type="checkbox"/> Personnel Policies</p> <p><input type="checkbox"/> Affirmative Action Plan</p> <p><input type="checkbox"/> Written job descriptions for all positions for which grant funds will pay any portion</p> <p><input type="checkbox"/> Completed Paid Staff Information listing all positions for which grant funds will pay any portion (Attachment B)</p> <p><input type="checkbox"/> Completed Program Narrative (Attachment C)</p> <p><input type="checkbox"/> Current letters or resolutions of support from other agencies, counties, cities, funders, law enforcement, medical or social services providers (Optional)</p> <p><input type="checkbox"/> Budget Summary Form (Attachment D)</p> <p><b>Additional forms for Non-Profit Organizations:</b></p> <p><input type="checkbox"/> Bylaws and/or constitution</p> <p><input type="checkbox"/> Articles of Incorporation</p> <p><input type="checkbox"/> Documentation of 501 (c) (3) status from the U.S. Internal Revenue Service for STOP and SASP applicants</p> <p><input type="checkbox"/> Documentation of 501 (c) (3) status from any of the following:</p> <ul style="list-style-type: none"> <li>- IRS letter identifying organization as tax exempt</li> <li>- Statement from state taxing body or Secretary of State</li> <li>- Certified copy of a certificate of incorporation establishing non-profit status</li> <li>- Any of the above, if it applies to a state or national parent organization with a statement by the parent organization that the applicant is a local nonprofit affiliate</li> </ul> <p><input type="checkbox"/> Current Board list, including names, addresses, and phone #'s</p>		
<p><b>CERTIFICATION:</b></p> <p>To the best of my knowledge and belief, information in this application is true and correct. This document has been duly authorized by the governing body of the applicant organization.</p>		
<hr style="border: none; border-top: 1px solid black;"/> Typed Name of Board Chairperson		<hr style="border: none; border-top: 1px solid black;"/> Typed Name of Project Director
<hr style="border: none; border-top: 1px solid black;"/> Signature	<hr style="border: none; border-top: 1px solid black;"/> Date	<hr style="border: none; border-top: 1px solid black;"/> Signature
		<hr style="border: none; border-top: 1px solid black;"/> Date



## Attachment C Program Narrative

Agencies must clearly explain how the agency will continue to provide existing/enhanced/new services to victims by completing Attachment C. Mail Attachment C and any additional items, as applicable, with all other Attachments required as part of the Combined Application.

- I. The requested funds will be used to: (check all that apply)
- Fund a new project, service or activity
  - Expand/enhance an existing project
  - Continue an existing project (currently Non- Victims' Services funded)
  - Continue an existing Victims' Services funded project
- \*If more than one area is checked on the above list, please indicate the percentage of funding that will be used for each. (Example: 50% of STOP funding will be used to fund a new project to underserved populations and 50% will be used to continue an existing project.)
- II. Checkmark each underserved population(s) the project will serve
- Victims in rural areas
  - Native American victims
  - Victims with Substance Abuse issues
  - Victims with a chronic mental health diagnosis
  - Teen victims
  - Elderly victims
  - Linguistic and culturally appropriate services for victims (includes culturally competent services designed to meet the specific needs of the target population).
- III. Fully answer each of the following questions, even if you have been previously funded:
- A. What is the project that will be implemented?
  - B. Provide three to five measurable goals for the use of these funds.
  - C. How will the project improve services to the identified underserved population?
  - D. Who will provide the services?
  - E. What services will be provided through this project?
  - F. (Optional) Please provide any additional information about your project.
- IV. STOP Specialized Service Program applicants answer the following:
- A. How are the services different from those currently provided in your service area or, if your project has been previously funded with SSP funds, how do the services continue to fill an unmet need in your service area?
  - B. How will SSP expenditures be accounted for separately from STOP base funds? (e.g. SSP will have its own funding code within the bookkeeping system, SSP funds will be tracked with STOP base funds within the bookkeeping system; however, an Excel worksheet will identify the SSP expenses.)
  - C. If applying for personnel/staff expenses, attach a sample copy of the timesheet that will be used for separate tracking of SSP staff time.
  - D. (Optional) Please provide any additional information about your Specialized Service Program project.

**\*A separate Program Narrative is needed for each grant funds are being requested from.**

## Attachment D

### Budget and Budget Narrative

Complete the Budget Summary Form to identify all funds being requested as well as total funds needed from the agency for each budget category. A budget narrative justifying proposed expenditures is also required and should be completed within the VSMS in each respective area.

<b>FY 2017 Budget Summary</b>							
<i>Amount requested from each grant.</i>							
<b>Budget Category</b>	<b>Total Agency Budget</b>	<b>DASA</b>	<b>FVPS</b>	<b>STOP</b>	<b>VOCA</b>	<b>SASP</b>	<b>TOTAL REQUEST</b>
Personnel & Benefits	\$	\$	\$	\$	\$	\$	\$
Rent & Operating	\$	\$	\$	\$	\$	\$	\$
Community Education Expenses	\$	\$					\$
Emergency Services	\$		\$	\$	\$	\$	\$
Furniture & Equipment	\$				\$	\$	\$
Travel/Mileage	\$		\$	\$	\$	\$	\$
Development/Training	\$		\$	\$	\$	\$	\$
Other	\$		\$	\$	\$	\$	\$
Repair, Replacement/Renovation	\$				\$	\$	\$
Telephone	\$		\$	\$	\$	\$	\$