



SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

South Dakota
Victims' Services



South Dakota Victims' Services 2019 Special Solicitation Application Instructions for:

Victims of Crime Act (VOCA)

Family Violence Prevention Services Act (FVPSA)

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

SOUTH DAKOTA VICTIMS’ SERVICES - APPLICABLE GRANTS	3
GRANT APPLICATION OVERVIEW	3
Applying for the Right Funding.....	3
Key Application Dates and Information	4
Awards.....	4
APPLICATION PROCESS.....	4
Application Requirements.....	4
Application Completion.....	5
Program/ Project Narrative	5
Detailed Budget Narrative and Worksheet(s)	5
Match.....	6
Submission/Certification	6
GRANT ELIGIBILITY GUIDELINES.....	6
REVIEW PROCESS	7
FUNDING MATCH REQUIREMENTS	8
Specific Match Requirements for Each Grant Program	9
Calculating the Match	9
Example: Calculating a VOCA Grant Match.....	9
NON-SUPPLANTING	10
METHOD OF PAYMENT.....	10
REPORTING REQUIREMENTS	10
MONITORING.....	11
SOUTH DAKOTA VICTIMS’ SERVICES GRANT PROGRAM INFORMATION.....	11
VOCA GRANT OVERVIEW	11
FVPSA GRANT OVERVIEW.....	13
Appendix I.....	14
PRORATING GUIDELINES	14
Definition of Prorate.....	14
Prorating Examples.....	15
Appendix II.....	16
GENERAL MATCH GUIDELINES	16
Appendix III.....	17
KEY TERMS.....	17

SOUTH DAKOTA VICTIMS' SERVICES - APPLICABLE GRANTS

The South Dakota Victims' Services Program administers a number of federal and state grants that provide funding to organizations that offer shelter, advocacy, crisis counseling, and other victims' services to sexual assault, domestic violence, stalking, human trafficking, and other violent crime victims. The 2019 Special Solicitation is providing emphasis on Emergency Services funding. Other allowable expenses to assist victims in need may also be applied for as well. These grant programs included in this Solicitation are:

- **Victim of Crime Act (VOCA) Victims' Services** – funding from the federal Office of Victims of Crime, in the Department of Justice, to assist victims of crime as soon as possible after a crime occurs.
- **Family Violence Prevention & Services Act (FVPSA)** – federal funding from the Office of Community Services Administration for Children and Families, in the Department of Health and Human Services, to prevent incidents of family violence and support programs that serve families and children affected by violence.

The 2019 Special Solicitation has a period of performance from August 1, 2019 to September 30, 2019. This means that expenses within this period are reimbursable and **must be incurred prior to September 30, 2019.**

GRANT APPLICATION OVERVIEW

This document provides information and guidance for the application process for Victims' Services grants, which are for a three-month grant cycle. Organizations will use a combined application to apply for funding from either or both of the following grant programs administered by South Dakota Victims' Services:

- VOCA
- FVPSA

Applying for the Right Funding

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

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

Key Application Dates and Information

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING!

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

Awards

South Dakota Victims' Services will review applications and make award decisions based on established criteria (see Review Process section). Grant awards will be announced following the review of all applications and announced as soon as possible.

APPLICATION PROCESS

All Victims' Services grant applications for additional funding will be submitted to Laura Quasney and Cora Olson via email.

- Laura.Quasney@state.sd.us
- Cora.Olson@state.sd.us

Late applications will be ineligible for funding.

Application Requirements

To be eligible to receive funding, applicants must complete the following:

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

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

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

All grant recipients must be registered in the System for Award Management (SAM) database (formerly Central Contracting Registry, or CCR). The SAM database is a

repository for standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants need to maintain an active SAM registration throughout the application process and, should a grant be made, throughout the life of the grant award. Registration must be updated annually and can be done online at www.sam.gov. There is no fee to register.

C. Documents Needed

1. **Required Documentation**

The following items are going to be required to be submitted via email. The items will then be uploaded internally by Victims' Services and attached to current Application/ Agreement:

- a) Program/ project narrative describing in detail the need for additional funding and how the subrecipient anticipates utilizing the funds. This narrative should be descriptive and provide a compelling reason for additional funds.
- b) Detailed Budget Narrative Excel itemizing the categories of funding being requested.
 - a. The subrecipient should complete the applicable tab(s) within the excel. If only VOCA will be requested, only the VOCA tab will need to be completed. If only FVPSA will be requested, only the FVPSA tab will need to be completed.
 - b. If the subrecipient is applying for funds from both VOCA and FVPSA, both tabs should be completed appropriately.

CERTIFICATION OF SUBMISSION: Different from the original submission of the FY20 Application, the 2019 Special Solicitation will require a wet-ink signature from both the subrecipient Director and the subrecipient's Board Chair. This Certification will be available at the end of this application. It should be printed, scanned and returned with required documentation submission.

Application Completion

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

Program/ Project Narrative

This narrative should describe in detail the need for additional funding and how the subrecipient anticipates utilizing the funds. This narrative should be descriptive and provide a compelling reason for additional funds. This narrative should be no more than one page in length.

Detailed Budget Narrative and Worksheet(s)

There are multiple categories for which agencies can request funding from grants managed by South Dakota Victims' Services. These include Rent & Operating Expenses, Emergency Services,

Furniture & Equipment, Travel & Mileage, Development & Training, Repair, Replacement & Renovation (VOCA only), Prevention & Community Education

***VOCA is the only grant that supports repairs, replacements and renovations. This section will only appear on the VOCA Detailed Budget Narrative and Worksheet form of the application.*

Match

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

If you are concerned about the ability to meet match, please talk with Victims' Services. Victims' Services has the discretion to waive the VOCA match requirement. If you feel your program would need to waiver the VOCA match requirement, please provide a detailed response in your Narrative/Summary as to why this would be crucial to the success of these additional funds.

Submission/Certification

The required Certification form is at the end of this application. The form should be wet ink signed by both the subrecipient Board Chair and the subrecipient Director. This form should then be scanned and provided with the other required documents required for submission. All of the required documents should be emailed to both Cora Olson Cora.Olson@state.sd.us and Laura Quasney Laura.Quasney@state.sd.us.

GRANT ELIGIBILITY GUIDELINES

To be eligible for funding, an agency must:

1. Be a currently funded Victims' Services subrecipient.
2. Be a **public or non-profit** organization that provides direct services to victims of crime.
3. Have a record of providing effective direct services to victims of crime.
4. Have a history of providing direct services in a cost-effective manner.
5. Be able to meet program match requirements, using non-federal funds committed for direct victims' services.
6. Utilize volunteers in the provision of services. The State may determine if there is a compelling reason to waive this requirement.
7. Promote, within the communities served, a coordinated approach to serving victims of crime that minimizes duplication of effort and contributes to better and more comprehensive services to crime victims. Coordination may include, but is not limited to serving on State, federal, local, or Native American task forces, commissions and/or working groups and developing written interagency agreements.
8. Assist eligible victims of crime with information about and access to Crime Victims' Compensation (CVC) Program benefits. This assistance includes referring identifying crime victims and advising them of the availability of CVC benefits, assisting eligible victims with CVC application forms and procedures, obtaining necessary documentation, monitoring

claim status, and intervening on behalf of victims who have applied for assistance from the CVC program.

9. Comply with applicable provisions of the Victims' Services Guidelines, the Department of Justice Financial Guide and 2 C.F.R. Part 200, Uniform Guidance and Cost Principles. This includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of funds received. For example, financial documentation for disbursements, client files other sources of revenue that support any portion of victims' services, contracts for services, other records which facilitate an effective audit, records retention, and compliance with monitoring and/or audit activities and requirements.
10. Maintain statutorily-required civil rights information on victims served by race, national origin, sex, age, color, religion, and disability. Permit reasonable access to organization books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
11. Provide services to victims of federal crimes on the same basis as victims of state crimes.
12. Provide a variety of services and assistance to victims of crime.
13. Provide services through the funded program at no charge to victims of crime.
14. Maintain confidentiality of client information.
15. Prohibit policies that deny individuals access to services based on their relationship to the perpetrator.
16. Prohibit policies and practices that impose restrictive conditions to be met by the victim before she/he can receive services.

Agencies and activities are NOT ELIGIBLE for funds if they:

1. Focus primarily on lobbying or raising public awareness.
2. Are primarily crime prevention agencies, organizations, or programs.
3. Are programs in which victims of crime are not the sole or primary beneficiaries (e.g., witness management or witness notification programs).
4. Are federal agencies, including U.S. Attorney's Offices.
5. Are in-patient treatment facilities designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

Applicants that provide both victim and witness programs are eligible for funding, but only for that portion of their activities that directly serves victims of crime.

REVIEW PROCESS

All grant applications will be screened by the Victims' Services Program Director and Program Specialist for eligibility and completeness. A group of staff from Victims' Services and the Department of Public Safety (DPS) also will review the applications and make decisions about final award amounts for each agency, which may be equal to or less than the amount requested.

Generally, Victims' Services funding priorities include:

- Continued support for agencies that maintain eligibility and have proven their effectiveness in assisting victims of crime.
- Attention to the federal requirements for each grant.

- Geographic balance, including programs that make services available to rural and frontier areas of the State.
- A diverse base of funding and other support, particularly local community support, shown either by local funding or volunteer support (or both), that indicates an agency does not rely solely on government funding.
 - The Office for Victims of Crime (OVC) notes that at least 25 percent of an organization/program’s funding in the year of, or the year preceding an award should come from other sources, which may include other federal funding programs.

All applications will be reviewed based on the following criteria:

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

South Dakota Victims’ Services makes an effort to continue funding organizations that remain both eligible and effective in providing victims’ services from year to year. South Dakota Victims’ Services does not guarantee any agency will continue to receive funding. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by federal or State law.

FUNDING MATCH REQUIREMENTS

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

As organizations develop their funding requests, it is important for them to consider the ability to meet any specific match requirements a grant program may have. South Dakota Victims' Services recognizes that not all organizations may be able to meet the match requirements that may apply to a particular grant program. During the application review process, the Victims' Services staff will try to identify options for agencies to maximize their grant funding requests and meet all the appropriate grant program requirements. This may include additional outreach to organizations to discuss ways their funding requests may be modified. In this way, South Dakota Victims' Services can help ensure that all organizations in the State have opportunity to benefit from the various grant programs to best meet the needs of victims and their families.

If you believe your program may not be able to meet the match requirement, a detailed reasoning should be provided within the Narrative or Summary for Victims' Services to review.

Specific Match Requirements for Each Grant Program

VOCA Match Requirements

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

FVPSA Match Requirements

- 20 percent of the Total Project Budget.

Calculating the Match

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

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

Example: Calculating a VOCA Grant Match

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

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

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

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

NON-SUPPLANTING

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

METHOD OF PAYMENT

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

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

The final drawdown for the 2019 Special Solicitation should be submitted no later than October 20, 2019.

REPORTING REQUIREMENTS

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

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

MONITORING

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

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

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

SOUTH DAKOTA VICTIMS' SERVICES GRANT PROGRAM INFORMATION

VOCA GRANT OVERVIEW

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

Primary Purpose

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

Priority

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

- Victims of robbery;
- Victims of elder abuse/neglect;
- Native American victims; and
- Rural victims.

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

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

Additional Requirements

Organizations receiving VOCA funds also must:

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

VOCA Allowable Direct Service Costs

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

VOCA Non-Allowable Costs

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

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

- Visitation Center services - Visitation Center staff expenses can only include direct service time spent with clients outside of the visit

FVPSA GRANT OVERVIEW

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

Primary Purpose

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

Priority

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

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

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

FVPSA Allowable Costs

FVPSA funds must be expended only for providing **direct services** to victims of family violence, domestic violence, and dating violence and their dependents. FVPSA also may be used to cover some expenses related to increasing public awareness about and prevention of family violence, domestic violence, and dating violence. FVPSA funds cannot be used to assist victims of sexual crimes.

FVPSA Non-Allowable Costs

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

- Direct payments to victims or any dependents
- Activities that directly benefit the offender
- Construction costs
- Food for staff and/or board meetings and trainings

- Immigration fees
- Late fees
- Mortgage payments
- Purchase or lease of vehicles
- Stipends for volunteers or crisis line advocates
- Victim property loss
- Victim relocation expenses
- Visitation Center services - Visitation Center staff expenses can only include direct service time spent with clients outside of the visit

Appendix I

PRORATING GUIDELINES

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

Definition of Prorate

Prorate: To divide, distribute or assess proportionately; a proportional distribution. Organizations must prorate items and services based on the value of the portion of the item/service that will be funded by a grant in relation to the item or service's total value.

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

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

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

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

- Insurance
- Benefits and Workman's Compensation Insurance costs, based on the amount of payroll expenses charged to each grant

- Utilities such as electric, security, heat, propane, water, sewer, and waste (note: internet and cable television expenses for the shelter are the only utility expenses which do not need to be prorated)
- Office supplies including stamps and copier fees
- Facility rent
- Shelter supplies such as cleaning supplies and toiletries
- Minor repairs and minor maintenance
- Telephone costs
- Audit costs

Note: Organizations may not use any Victims’ Services grant funds to pay for items or services not included in the grant application. If an organization needs or would like to use grant funds for items and/or services that were not originally included in the application for funding, they should contact the South Dakota Victims’ Services Program Director, Cora Olson Cora.Olson@state.sd.us.

Prorating Examples

Prorating for shelter supplies, utilities, audit costs, rent, and landline phone costs.

Using Table 1 below as an example, divide the income from each funding source by the total income to determine the prorated percent of income from each source. For instance, the \$20,000 for FVPSA income, divided by the total budget amount of \$120,000, equals 16.7 percent (round up to the nearest 10th for percentages). The examples below provide additional information to help agencies understand how to prorate expenses correctly. Dollar amounts should be rounded up or down to the nearest whole dollar ($\leq .4$ round down; $\geq .5$ round up).

Table 1 – For use in examples 1 – 3 below

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

1. Example: Rent and Operating Costs – Facility Rent

If total costs of facility rent for the grant project period were \$7,000

At a maximum, Victims’ Services grants could pay for **\$4,083.33** of the total \$7,000

- **VOCA** would cover $\$7,000 \times 20.8\% = \$1,458.33$

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

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

2. Example: Repair, Replacement, and Renovation Costs

If total repair, replacement, and/or renovation cost were \$2,500

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

- **VOCA** would cover $\$2,500 \times 20.8\% = \520.83
- **FVPSA** cannot be used to pay for repair, replacement, and/or renovation costs = **\$0**
- **STOP/VAWA** cannot be used to pay for repair, replacement, and/or renovation costs = **\$0**
- **SASP** cannot be used to pay for repair, replacement, and/or renovation costs = **\$0**
- **DASA** cannot be used to pay for repair, replacement, and/or renovation costs = **\$0**

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

5. Additional Examples

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

Appendix II

GENERAL MATCH GUIDELINES

Most of South Dakota Victims' Services grant programs require agencies that receive funding to "match" that funding with additional dollars or in-kind resources. Matches must be a contribution of non-federal dollars, in-kind services, or a combination of both. Additional information about match requirements can be found in the DOJ Grants Financial Guide (https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf).

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

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

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

Victims' Services has set a \$24.69/hour match rate for individuals who provide volunteer crisis line coverage during non-office hours. This match rate has also been set for those individuals who provide unskilled labor. Administrative duties, as well as time donated for fundraisers **CANNOT** be reported as match. Professional services that are donated free of charge can be reported as match at the rate they would have normally been charged at.

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

Appendix III

KEY TERMS

Direct Service Time

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

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

Below are additional activities also considered direct service time:

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

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

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

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

- Staff meetings or interagency meetings not specific to assisting clients or training;
- Grant writing, bookkeeping or other misc. financial management not necessary or required for grant administration;

- Development of protocols, interagency agreements, and other working agreements;
- Development of agency policies;
- Lobbying and administrative advocacy;
- Needs assessments, surveys, evaluations, and studies;
- Fundraising, including preparing for and participating in activities to raise funds for the agency;
- Attending and preparing for board meetings;
- Administrative-related training;
- Supervising or coordinating a Visitation Center visit and exchange;
- Maintaining victim records for National CASA ;
- Perpetrator rehabilitation and counseling;

Community Education Activities/Staff Time

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

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

Match

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

Furniture and Equipment

- The furniture and equipment use period must extend beyond the length of the grant period (e.g., computers). This does not include office supplies (e.g., staplers, paper clips, etc.).
- All equipment purchases are subject to policies and procedures established in the DOJ Financial Guide https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Agencies are expected to review and understand this guidance.
- Property records must be maintained with the following:
 - A description of the property and a serial number or other identifying number
 - Identification of title holder
 - The acquisition date
 - The cost and the percentage of South Dakota Victims' Services funds supporting the purchase
 - The location, use, and condition of the property
- Agencies must request and receive prior approval from the South Dakota Victims' Services Program Manager before making equipment purchases and/or the disposal of equipment purchased with Victims' Services grant funds.

- Agencies are required to complete and submit a Furniture and Equipment Form for all furniture and equipment purchased with Victims' Services funds. This form should be sent at the same time as the corresponding drawdown.
- It is suggested that furniture or equipment purchased with Victims' Services funds be identified as such.

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



**South Dakota Victims' Services
2019 Special Solicitation Certification**

To the best of my knowledge and belief, the information in this application request for grant funding from South Dakota Victims' Services is true and correct. This document has been duly authorized by the governing body of the applicant organization.

Printed Name of Board Chair

Printed Name of Subrecipient Director

Signature of Board Chair *Date*

Signature of Subrecipient Director *Date*