



Non-Profit Allowable Victim Assistance Fines, Fees, and Assessment Fund Lease Process and Procedures

If a non-profit wishes to use a portion of donated Victim Assistance Fines, Fees, and Assessment Funds towards the lease of a building, the following lease processes and procedures must be adhered to and the non-profit must always contact the Department of Crime Victim Compensation (DCVC) initially for review.

1. The non-profit **MUST provide direct services to crime victims**
 2. The non-profit **MUST adhere to all donation guidelines** as outlined on the DCVC Donation Form (located at www.sova.sc.gov under the auditing tab)
 3. The non-profit **will be allowed 150 square feet per person** providing direct services
 4. The non-profit will **be allowed to pay lease for those personnel only that provide direct service to crime victims.** *(The non-profit MUST forward a copy of all job descriptions to DCVC for review and accountability purposes)*
 5. If all personnel within the leased building provide direct services to crime victims 100% of the time, **the lease MAY be paid at 100%** *(The non-profit MUST forward a copy of all job descriptions to DCVC for review and accountability purposes)*
 6. If the donated funds are received and used for a lease agreement, **the non-profit MUST forward a copy of the lease agreement** and ensure it outlines (1) the total amount of rent and (2) the square footage for the portion of the building used by the non-profit agency
 7. The non-profit **MUST contact DCVC prior to using Victim Assistance Fines, Fees, and Assessment funds annually if used for lease**
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Allowable Direct Service Square Footage (sq. ft.) Calculation:

150 Sq. Ft. per provider × _____ (# of direct service providers) = _____ Allowable Sq. Ft.

Allowable Lease Percentage Calculation:

Allowable Sq. Ft. ÷ Total Leasing Sq. Ft. = Total Allowable Lease %

_____ ÷ _____ = _____ / _____ %

Total Amount of Lease × Total Allowable Lease % = Total Allowable Lease (\$)

\$ _____ × _____ % = \$ _____

CONTACT DCVC TO DISCUSS ALL LEASING PROCESSES AND PROCEDURES