South Carolina Attorney General's Office

Department of Crime Victim Assistance Grants

2024 Program Guidelines and Application Procedures

VICTIMS OF CRIME ACT (**VOCA**)

VIOLENCE AGAINST WOMEN ACT (**VAWA**)

STATE VICTIMS ASSISTANCE PROGRAM (**SVAP**)

SUPPLEMENTAL ALLOCATION FOR VICTIMS SERVICES (**SAVS**)

AGO Grants Application Portal Opens: March 13, 2024 at 12:00 p.m.

AGO Grants Application Deadline: April 10, 2024 at 5:00 p.m.

Grant Funding Cycle: October 1, 2024 - September 30, 2025

Request for Grant Proposals Solicitation

FFY2024 Victims of Crime Act (**VOCA**) Funds

FFY2024Violence Against Women Act (**VAWA**) Funds

FY2025 State Victims Assistance Program (**SVAP**) Funds

FY2025 Supplemental Allocation for Victims Services (**SAVS**) Funds

The South Carolina Office of the Attorney General, Department of Crime Victim Assistance Grants (DCVAG), is pleased to announce the availability of VOCA, VAWA, SAVS, and SVAP funds to eligible agencies and organizations that apply. Each of the four funding programs has its own specific requirements and focus, so applicants are encouraged to review the Program Purpose Areas and guidelines for each funding program before beginning an application. Applications will be accepted online (only) through the AGO Grants Portal at https://scattorneygeneral.force.com.

If your organization has not yet registered in the AGO Grants Portal, you must first do so to submit an application. The deadline for application submission is: **5:00 p.m., Wednesday, April 10, 2024.**

The project period for this solicitation is October 1, 2024 through September 30, 2025. Award Packets or Denial Notification letters will be sent electronically to the Official Authorized to Sign and the Project Director listed on the original application in early September.

If you have any questions, please contact: Joe Corey (jcorey@scag.gov or 803-734-0798); Tabitha Heck (tabithaheck@scag.gov or 803-734-0794); Sheila Hoffman (shoffman@scag.gov or 803-734-3751); William House (bhouse@scag.gov or 803-734-0785); Angela Meadows (angelameadows@scag.gov or 803-734-0787); or Bonnie Brooks (bbrooks@scag.gov 803-734-1424); Steve Yarborough (StephenYarborough@scag.gov or 803-734-0236).

Table of Contents Page Number

Request for Grant Proposals Solicitation 2

Table of Contents …….. 3

Department of Crime Victim Assistance Grants Staff ……..… 4

Introduction and Overview of Funding by Program …….. 5 - 11

Eligibility Requirements ……. 12

Program Purpose Areas …… 13 - 14

Estimated Timeline and Overview of the Application Process……. 15

Funding Priorities…… 15

Project Continuation and Success…… 16

Match Requirements ……..……. 16 - 17

Allowable Expenses/Line Items …… 17 - 20

Funding Restrictions/Line Items ……..……. 21 - 22

Supplanting …… ……... 23

Suspension or Termination of Funding ……..… 23

Project Review Requirements and Overview ……... 23 - 24

Appendix A – Glossary ……..… 25 - 27

Appendix B – Federal Guidelines - Allowable/Unallowable Costs and Activities 28 - 33

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Department of Crime Victim Assistance Grants

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INTRODUCTION

Thank you for your interest in seeking funding from the Department of Crime Victim Assistance Grants in the South Carolina Attorney General's Office. We encourage you to read through this document in its entirety as you prepare to apply for consideration. **All applicants must meet the eligibility requirements. Completed applications, including the required documents, should be submitted through our AGO grants portal no later than 5:00 p.m. on April 10, 2024. Late applications will not be accepted. Note: Due to the possibility of a reduction in VOCA funding we are discouraging any new project applications for the FFY2024 grant year.**

OVERVIEW OF THE FUNDING

Victims of Crime Act (VOCA)

The federal Victims of Crime Act (VOCA) was signed into law on October 12, 1984. The purpose of the Act was to enhance and expand direct services to victims of crime. The Act established within the U.S. Treasury a separate account known as the Crime Victims Fund. The fund is not supported by tax dollars but rather is generated entirely by fines, penalty assessments, and forfeited bonds collected by the federal government. With the passage of the VOCA Fix Act in 2021, offender settlements with the United States Department of Justice (USDOJ) are also eligible for placement into the Crime Victims Fund. In South Carolina, the Department of Crime Victim Assistance Grants (DCVAG) within the Attorney General's Office is designated by the USDOJ, Office for Victims of Crime (OVC), as the State Administering Agency (SAA) for subawards issued with funds.

The primary purpose of VOCA is to support the provision of direct services to victims of violent crime. The program goal is to provide federal funding through grant awards to certified private non-profit organizations and public/government agencies for projects that will provide, enhance, improve, and expand direct services to victims of violent crime.

On August 8, 2016, OVC issued the VOCA Victim Assistance Program Final Rule (81 FR 44528) updating and outlining approved uses for VOCA funds. According to the 2016 VOCA Program Rule, direct services or services to victims of crime are defined as those efforts that (1) respond to the emotional, psychological, and 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 safety and security for the victim. For the purpose of the VOCA crime victim assistance grant program, a crime victim or victim of crime is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. **Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.** A comparison between the Final Rule and the VOCA Victim

Assistance Program Guidelines (62 FR 19607, Apr. 22, 1997) is available here https://www.ovc.gov/pubs/comparison-VOCA-victim-assistance-guidelines-and-final-rule.pdf.
The definition regarding victims is stated in the Omnibus Criminal Justice Improvement Act for serious and violent crime victims and in South Carolina victims of crime legislation (16-3-1506, et seq.).

Violence Against Women Act (VAWA)

The South Carolina Office of the Attorney General, Department of Crime Victim Assistance Grants, has been designated as the SAA for the VAWA Services, Training, Officers and Prosecutors (STOP) Formula Grant program funds. VAWA was authorized originally under Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and is reauthorized approximately every five years. Appropriations for VAWA are part of the USDOJ Office on Violence Against Women (OVW) budget and subject to approval by Congress.

The purpose of the STOP program is to enhance the capacity of local communities to develop and strengthen effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. In South Carolina, the VAWA Program goal is to provide federal funding through competitive grant awards to certified private, non-profit organizations and public/governmental agencies for projects that will provide, enhance, improve, and expand prosecution, law enforcement, court, and direct services to victims of domestic violence, sexual assault, teen dating violence, and stalking who are over the age of eleven. Projects are encouraged to support male victims.

VAWA projects must develop and implement victim-centered, trauma-focused strategies that encourage collaboration among state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and non-profit victim service programs. This includes culturally competent, community-based organizations as well as law enforcement, prosecution, the judiciary, pretrial services, probation and parole, and other critical partnering entities.

Applications must include documentation showing that tribal, territorial, state, or local prosecution, law enforcement, and courts have consulted with tribal, territorial, state or local victim services programs during the course of developing their proposals. Further, they must continue to solicit input during implementation to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence." (42 U.S.C. § 3796gg–(d) (4)).

VAWA funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence curricula for K-12 schools. VAWA funds may be used for an adolescent program for primary victims over the age of 11.

The South Carolina VAWA State Implementation Plan is available upon request.

Applications for the VAWA Program must identify one or more of the following statutory (42 U.S.C. § 3796gg(b)) purpose areas their project will address:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;

7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;

9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;

10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;

11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

12. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:

    a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;

    b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;

    c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and

    d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:

    a. the development and implementation of training for local victim domestic violence service providers and to fund victim services personnel to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

    b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs

of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and

c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subrecipient receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subrecipients submit their two-year report to the Department. States and territories must notify and provide OVW with a list of subrecipient recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.

15. Developing, implementing, or enhancing Sexual Assault Response Teams or other similar coordinated community responses to sexual assault.

16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.

19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.

20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

21. Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training.

22. Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting.

23. Providing victim advocates in State or local law enforcement agencies, prosecutors' offices, and courts to provide supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking.

24. Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents: (A) A birth certificate or passport of the individual as required by law. (B) An identification card issued to the individual by a State or Tribe, that shows that the individual is a resident of the State or a member of the Tribe.

State Victims Assistance Program (SVAP)

In 1986, the General Assembly of South Carolina passed the Omnibus Criminal Justice Improvements Act (§24-3-40 of the South Carolina Code of Laws). Pursuant to this Section, a percentage of the wages earned by inmates participating in the South Carolina Department of Corrections' Work Release Program must be placed on deposit with the State Treasurer for credit to a special account to support victim assistance programs established pursuant to the Victims of Crime Act of 1984, Public Law 98-473, Title II, Chapter XIV, Section 1404.

Following amendments to state legislation, twenty percent of inmate's wages were garnished, and half of this was remitted back to the SC Department of Corrections (SCDC) for the support of the work release program. Proviso #89-157 of 2011 amended this amount to 5% of inmate work release wages and provided for the transfer of an additional $20,500 per month to the SVAP account. This is in addition to the 5% allocated by statute. As of July 1, 2017 following the passage of Act 96, the South Carolina Crime Victim Services Act, funds are administered by the South Carolina Office of the Attorney General, Crime Victim Services Division, Department of Crime Victim Assistance Grants.

SVAP grant programs may be considered in the following categories:

1. Victims of Sexual Assault
2. Victims of Domestic Violence
3. Victims of Child Abuse and Neglect
4. Training Programs
5. Previously Underserved Victims of Crime

Match requirements are 80 percent Grantor / 20 percent In-Kind or Cash Match.

Note: During the application phase, DCVAG staff can answer technical questions about the grant application; however, the staff cannot assist applicants with the actual preparation of their proposals. See Page 4 for DCVAG staff contact information.

Supplemental Allocation for Victims Services (SAVS)

In 2022, the South Carolina General Assembly made available through the South Carolina Attorney General's Office, Division of Crime Victim Assistance Grants, additional funds to aid qualified applicants in enhancing the victim services mission. Recognizing that the reductions in VOCA funding over the past three years have resulted in many victim services agencies having to seek alternate funding, and frequently being unable to do so, the General Assembly and the State Funding Agency, DCVAG, have allocated a portion of additional funding which will be released as a supplement to existing victim services grant programs.

Although SAVS is a limited time grant offering, the application process is the same as that of VOCA, VAWA and SVAP.

SAVS grant programs may be considered in the following categories:

1. Victims of Sexual Assault
2. Victims of Domestic Violence
3. Victims of Child Abuse and Neglect
4. Training Programs
5. Previously Underserved Victims of Crime

Match is 80 percent Grantor / 20 percent In-Kind or Cash Match.

Note: During the application phase, DCVAG staff can answer technical questions about the grant application; however, the staff cannot assist applicants with the actual preparation of their proposals. For assistance, please contact DCVAG Staff (see page 4).

VOCA, VAWA, SVAP, and SAVS
ELIGIBILITY REQUIREMENTS

Any certified private non-profit organization or public and/or government agency (local, county, or state) is eligible to apply for funding for an allowable project. Eligible organizations include victim services organizations whose primary mission is to provide services to crime victims. These organizations include, but are not limited to: sexual assault and rape treatment centers, child abuse programs, domestic violence programs and shelters, centers for missing children, mental health services, and other community-based victim coalitions and support organizations. Regional planning commissions or councils of governments and private for-profit centers are not eligible to apply for these funds.

Each organization must:

- Provide services directly to victims of crime and reflect the approximate number of victims to receive direct service in the grant application.
- Promote coordination of public and private efforts to assist crime victims in their service area.
- Demonstrate a record of providing effective direct services to crime victims, which includes having the support and approval of the agency's services by the community, a history of providing direct services in a cost-effective manner, and having substantial financial support from non-federal sources. Agencies must be able to document that they have established a financial base level of non-federal support within the 25-50 percent range.
- Meet program match requirements.
- Meet non-supplanting requirement.
- Assist victims of crime in seeking crime victim compensation benefits.
- Utilize volunteers significantly in project activities and reflect the number of active volunteers in the grant application. VOCA projects must have at least one volunteer in order to be eligible for funding.
- Provide program information to the majority of agencies that assist with victims of crime in the agency's service delivery area.
- Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability within the grant period. Provide reasonable and time-limited access to documents, papers, and records to determine compliance with civil rights laws.
- Provide services to victims at no charge.
- Maintain confidentiality of client-counselor information.
- Provide statistical information to the DCVAG concerning staff, volunteers, and clients (no names).

PROGRAM PURPOSE AREAS

Victims of Crime Act (VOCA)

The VOCA guidelines require that each state allocate at least ten percent (10%) of the total VOCA allotment to be spent in each of the following priority program areas:

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Previously Underserved Victims of Violent Crime - may include but is not limited to:
    - Survivors of Homicide Victims
    - Elder Abuse Victims
        - For the purpose of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
    - DUI/DWI Victims
    - Adult Survivors of Incest

State Victims Assistance Program (SVAP)

According to SVAP Guidelines, the following are priority program areas:

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Law Enforcement Victim Assistance
- Training Grants
- Previously Underserved Victims of Violent Crime - may include but are not limited to:
    - Survivors of Homicide Victims
    - Elder Abuse Victims
        - For the purpose of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
    - DUI/DWI Victims
    - Adult Survivors of Incest
    - Domestic Violence Victims in Need of Transitional Housing

Violence Against Women Act (VAWA)

Pursuant to the STOP Violence Against Women Act, a percentage of the total VAWA award, without duplication, must be allocated for each of the following priority program areas:

- 25% Prosecution
- 25% Law Enforcement
- 30% Non-profit, non-governmental direct services, 10% of which must be awarded to culturally-specific community-based organizations
- 15% Discretionary
- 5% Courts (These applications must be from a court entity. No other entity is eligible for this category.)

Within these allocations, a total of at least 20% spread across at least two program areas must fund projects that meaningfully address sexual assault.

No more than 5% of the total VAWA award may be used to conduct public awareness or community education campaigns or activities to broadly address DV, dating violence, SA, or stalking.

Supplemental Allocation for Victims Services (SAVS)

SAVS funding is intended to ease some of the financial hardships of recent federal funding reductions and provide for the continued provision of victim services throughout the state. For that reason, the scope mirrors that of SVAP grant funding.

According to SAVS Guidelines, the following are priority program areas:

- Sexual Assault
- Domestic Violence
- Child Abuse and Neglect
- Law Enforcement Victim Assistance
- Training Grants
- Previously Underserved Victims of Violent Crime - may include but are not limited to:
    - Survivors of Homicide Victims
    - Elder Abuse Victims
        - For the of this program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
    - DUI/DWI Victims
    - Adult Survivors of Incest
    - Domestic Violence Victims in Need of Transitional Housing

ESTIMATED TIMELINE AND OVERVIEW OF THE APPLICATION PROCESS

GRANT PERIOD: October 1, 2024 – September 30, 2025

Estimated Timeline

March 13, 2024	Solicitation Workshop (10:00 a.m.) via GoToWebinar
	AGO Grants Portal opens to receive applications – 12:00 Noon
April 10, 2024	Applications due by 5:00 p.m.
September 1, 2024 (Tentative Date)	Notify applicants of award or denial.
October 1, 2024	Project Period begins. No funds may be obligated prior to this date.
October 30, 2024	Deadline for final acceptance of award and submission of Special Conditions in AGO Grants Portal.

FUNDING PRIORITIES

Applications are carefully reviewed to ensure that only projects with a significant likelihood of success are funded. Priority for funding is based upon the following factors:

- Project eligibility as determined by the priority program areas.
- Geographic areas of greatest need.
- Jurisdictions with limited resources.
- Interagency support and multi-jurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project.
- Number of crime victims the proposed project would serve.
- Current or past grant performance. Projects that have been previously funded by the DCVAG will be reviewed for compliance, financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information.

PROJECT CONTINUATION AND SUCCESS

After the first year of a project, the applying entity is eligible to apply for continuation funding, contingent on the following:

- Successful programmatic monitoring reports by the end of the funding year.
- Successful financial monitoring reports by the end of the funding year.
- Timely submission of requests for reimbursement.
- Timely submission of progress reports.
- Services have not been or cannot be continued with other funding sources (state or local).
- The level of effort, including volunteer hours, must not have been reduced.

MATCH REQUIREMENTS

VOCA: 80 percent Grantor and 20 percent in-kind or cash match from non-federal sources.

- Tribal Organizations are exempt from the match requirement.

SVAP: 80 percent State and 20 percent in-kind or cash support from non-federal sources.

SAVS: 80 percent State and 20 percent in-kind or cash support from non-federal sources.

VAWA: 75 percent Federal and 25 percent in-kind or cash match from non-federal sources.

- Non-profit, non-governmental victim services programs and tribal organizations are exempt from the match requirement.

In-kind contributions represent a project's non-cash outlay. An example would be an in-kind contribution of volunteer hours. Cash match may be applied from local, state, public, or private funds that have a binding commitment to the project. Federal funds are not allowable as match. Once funds are committed to match, they cannot be used for match in other areas. All match on grants must be verifiable in program/agency records and provided for in the approved budget; not included as part of cost sharing on another project; must be necessary and reasonable for efficient accomplishment of project objectives; allowable costs; non-federal dollars; in compliance with all federal and state guidelines; and of an appropriate percentage. In other words, if the activity being proposed as match could not be directly funded as part of the application budget, it cannot be used as match.

Volunteer services used as in-kind match are allowable. VOCA projects must have at least one volunteer providing assistance to the project regardless of the kind of match used. Volunteer services may be professional or technical services, consultants, skilled, or unskilled labor assisting on the project. The rate is $25 an hour for all direct or on-call service volunteer hours. Records must be maintained documenting all service delivery, with verifying signatures of both the volunteer and the person who supervises them. All individual volunteer logs must be maintained at the agency and only cumulative hours will be entered with each RFP in the AGO

Grants Portal.

Note: Any agency found to be non-compliant with the documentation requirements for volunteer hours used as match (either failing to submit cumulative logs with requests for payment or failing to retain individual logs at their agencies) will be required to provide cash match.

If an agency chooses to match with other staff salaries, a Summary Statement of Personnel Service form must be submitted. The form is signed by staff and submitted with the agency's request for reimbursement stating the amount of salary/fringe contributed as match towards a project. Time records should be maintained and kept in the grant file for review.

ALLOWABLE EXPENSES/LINE ITEMS

The following is a listing of services, activities, and costs that are eligible for support with grant funds. Please note this list is not exhaustive. (See also Federal Guidelines - Appendix B):

- Those services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); specialized equipment that make services more accessible to victims with disabilities; emergency legal assistance; filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.

- Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members providing emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

- Services that directly impact the needs of victims. These services may include: advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; childcare to enable victims to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; costs of respite care for a dependent adult when this enables the victim to attend court; and restitution advocacy and assistance with victim impact statements.

- Services that offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.

- Forensic examinations for sexual assault victims only to the extent that other funding sources (such as State Crime Victim's Compensation, private insurance, or public benefits) are unavailable or insufficient.

- Translation expenses.

- Costs that are necessary and essential to providing direct services such as pro-rated cost of telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers. Rent must be at the prevailing and must not exceed 150 square feet per grant-funded position.

- Services that assist crime victims with managing practical problems created by the victimization by acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that was retained as evidence; and helping to apply for public assistance.

- Costs that are directly related to providing direct services through staff.

- Body armor purchased with grant funds may be purchased at any threat level, make, or model, as long as the body armor has been tested and found to comply with the latest National Institute of Justice (NIJ) ballistic or stab standards. In addition, body armor purchased must be made in the United States. *Applicants requesting ballistic-resistant and/or stab-resistant body armor must have a written "mandatory wear" policy in place for all uniformed officers. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. Applicants must submit a copy of the agency's "mandatory wear" policy signed by the head of the agency as part of its official application.*

- Personnel, operating expenses, equipment, and supplies that are necessary to implement the project. All expenditures must be related to the direct implementation of the project.

- Personnel must dedicate 100 percent of their grant-funded time to grant activities.

- Audit fees can be included in the budget to cover costs associated with an audit of the project if the subrecipient agency receives an excess of $750,000 in federal funds. However, only the prorated portion of the audit that applies to VOCA/VAWA funds can be used.

- Funds can be used to purchase materials such as books, training manuals, and videos for direct services providers within the organization.

- Presentations that are designed to identify crime victims and provide or refer them to

needed services are allowable. Activities and costs related to such programs including presentation materials and brochures can be supported. Grant-funded personnel may dedicate only 10% of their time to this type of activity. (Not applicable to VAWA).

- Training is an allowable cost only in the context of direct service staff development and critically connected volunteer staff. Training programs must improve the skills of service providers in meeting the needs of crime victims. Applicants are encouraged to provide line items in their proposals for training opportunities. (Restrictions: No funding for out-of-state travel will be approved for reimbursement unless the travel is a required activity for meeting certification requirements and cannot be provided in South Carolina).

- Funds can be used to purchase memberships if the following criteria are met: (1) funds can only purchase organizational memberships for the service agency as opposed to individual membership for staff, (2) memberships must be purchased only in criminal justice and victims' organizations, and (3) subrecipients are limited to using funds to purchase no more than three memberships in national/state organizations per year.

- Volunteers may be charged as in-kind match at an hourly rate of $25 an hour.

- Individual consultant fees are limited to $81.25 per hour and require prior approval from Program and Financial Staff.

- Furniture purchases (new projects only) must comply with the Grant Terms and Conditions listed at the end of the grant application. Funds may be used for furniture and equipment that can be demonstrated as providing enhanced direct services to crime victims. Funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, funds can support a pro-rated share of such an item. (Note: No equipment requests from continuation projects will be approved in the 2024/2025 grant cycle).

- Grant funds can be used to cover up to 5 percent of an Executive Director and 10% of other Administrator's position salary for time providing direct services. As with any other grant-funded personnel, time and effort sheets would be required to receive reimbursement.

VAWA - Additional Allowable Expenses:

- Expenses of dedicated investigators or prosecutors focusing on domestic violence, sexual assault, stalking, or teen dating violence cases involving victims over the age of 11.

VOCA/SVAP/SAVS - Additional Allowable Expenses:

- Relocation expenses for domestic violence victims to secure transitional housing, including first month's rent, utility/rent deposits, and emergency items on a case-by-case

basis. Funds may also be used to support staff time in locating resources to assist victims with these expenses.

- State Agencies may charge their federally-approved indirect cost rate or, if they do not have one, the de minimis rate of ten percent. Indirect costs may be based on Personnel expenses only.

- Needs assessment and program evaluation costs.

FUNDING RESTRICTIONS OR UNALLOWABLE EXPENSES/LINE ITEMS

The following services, activities, and costs will not be approved for grant funding (See also Federal Guidelines - Appendix B):

- Fund raising activities.
- No out-of-state travel (unless approved because required certifications or re-certifications are not offered in South Carolina).
- Lobbying and administrative reform. Funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- Perpetrator rehabilitation and counseling. Subrecipients cannot use funds to offer rehabilitative services to offenders. (Not applicable to VAWA.)
- Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification, management activities, and expert testimony at a trial. Additionally, victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA, SVAP, or SAVS funds. (Not applicable to VAWA.)
- Indirect organizational costs such as liability insurance on building and vehicles; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction costs
- Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills. Note: This is accomplished through the Department of Crime Victim Compensation with VOCA Compensation Funds.
- Nursing home care (other than emergency short-term nursing home shelter as previously described), home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. Grant funds cannot support medical costs resulting from victimization. (Note: This is accomplished through the Department of Crime Victim Compensation.)
- Salaries, fees, and other reimbursable expenses associated with board members.
- Costs of sending individual crime victims to conferences.

- Overtime, bonuses, commissions, on-call, shift differential or one-time annualization.
- Development of training manuals and/or extensive training materials. (Not applicable for VAWA).
- Activities that are exclusively related to crime prevention.
- Uniforms or personal accessories.
- Costs of applying for a grant.
- Any expense prior to the grant award date outside of Retroactive and Multi-Grant Year Payment Policy.
- Compensation to federal employees for travel or consulting fee(s).
- Entertainment.
- Providing food/beverages/meals at trainings, conferences, or meetings.
- Capital Improvements of any type.
- Weapons, law enforcement vehicles, and/or equipment that could be used for regular law enforcement duties.

VAWA Specific - Additional Restrictions:

- Any purchase, lease, or other contracted use of a vehicle. Vehicles of any type are not an allowable expense.
- Military-type equipment, firearms, or weapons.
- Corporate formation.
- Imputed interest.
- Programs or services designed specifically for children under the age of 11 years.
- Programs or services designed specifically for males, however, male victims may be served under a VAWA grant-funded project IF the project focuses on adult female victims AND the male victim is similarly situated.

SUPPLANTING

(Excluding Non-Profit Entities and Tribal Organizations)

Federal Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of federal aid, be available or forthcoming for programs to combat violence against women or provide direct services to victims of violent crime. Grant funds must be used to increase the total amount of other funds used. A grant recipient may not use federal grant funds to pay for programs that the recipient already has obligated.

SUSPENSION OR TERMINATION OF FUNDING

The State Administering Agency may suspend, in whole or in part, or terminate funding for, or impose another sanction on, a subrecipient for any of the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions.
- Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- Failure to submit reports, financial or programmatic.
- Non-performance of grant-approved objectives in whole or in part.
- Filing a false certification in this application or other report or document.
- Other good cause shown.

PROJECT REVIEW REQUIREMENTS AND OVERVIEW

The following pages explain the standards by which each application is judged and items of importance during the review process:

- Project Definition - Any funds requested must be for the implementation of a new project or continuation of a successful existing project. The project must address the activities as identified on the grant.
- Project Impact and Priority Areas - The project should be designed to address the crime victim service problems and needs of the area to be served. An analysis of how this project could improve these problems should be shown.

- Project Feasibility - Applications should describe sufficiently and clearly how the project will be implemented.

- Interagency Collaboration - Priority will be given to projects demonstrating coordination and collaboration between the applicant and other associated agencies.

- Project Title - The project title must reflect the scope of the project concisely (Example: Volunteer Coordinator) and not the agency's name.

- Project Summary - Must include the names of counties to be served by the project.

- Design Quality of Proposal - The proposal is clearly written, supported by facts, and contains measurable objectives and performance indicators.

The following list includes some of the required parts of the application:

- Budget - Proposed expenditures are reasonable and adhere to the guidelines. Each expenditure must be explained in detail in its budget narrative and include an explanation of need as it pertains to this project.

- Interagency Coordination - Clearly outlines cooperation anticipated from other agencies or jurisdictions and why it will make the activity more successful and better serve crime victims.

- Problem Definition - Is clearly defined and based upon facts, a needs assessment, and/or statistics.

- Project Description - Tells the reviewer exactly what the project plans to do. Outlines that the project has been well-planned, has a good likelihood of success, and lists which counties, areas, or populations to be served.

- Objectives - Are relevant, specific, and measurable. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. Objectives outline who will do what by when. Include no more than five solid objectives.

- Project Performance: Objectives and Indicators - The indicators match objectives number by number and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.

- Sources of Income – Applicants must document current and projected income for the agency. Strong applicants should be able to demonstrate that at least 25% of funding is from nonfederal sources.

APPENDIX A

Glossary

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation and assisting victims in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the Department of Crime Victim Compensation agency on behalf of victims.

Community Awareness refers to an activity which raises the community's awareness of a particular service offered by an agency or organization. Activities which advance the general awareness of crime victim issues are not allowable.

Criminal Justice Support/Advocacy refers to law enforcement and prosecution investigation support, assistance during the investigation, and explanation of procedures, etc. Included in this advocacy are court related support, i.e., disposition information, victim impact reports, assistance with restitution, witness fees, intimidation intervention or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system.

Crisis Counseling refers to in-person crisis intervention, emotional support, guidance, and counseling on an individual basis provided by counselors, mental health professionals, or peers. Such counseling may occur at the scene of a crime; immediately after a crime; at the first, in-person, contact between a counselor and victim (this would include meeting the victim in an emergency room, at a police station, or at a solicitor's office); during in-person contact for the duration of the crisis experience; or in the case of survivors of homicide victims or DUI counseling may occur months after the victimization.

Crisis Hotline typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, information, and referral to victims and survivors.

Emergency Financial Assistance refers to assistance in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare and Medicare; and payments for taxis, food, emergency shelter and clothing.

Emergency Legal Advocacy refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of private attorneys for non-emergency purposes.

Follow-up contact refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.

Group Treatment refers to the coordination and provision of supportive group activities. This category includes self-help, peer, social support, drop-in groups, and community crisis intervention in a group setting.

Information and Referral refers to telephone and in-person contacts with victims, identifying services and support available by subrecipient projects and other community agencies.

Personal Advocacy refers to assisting victims in securing rights and services from other agencies; intervention with employers, creditors, and others on behalf of victims; and other general information on rights and remedies available to victims.

Shelter/Safe House refers to offering emergency short-term and long-term housing and related support services to victims and members of their family following victimization.

Therapy refers to intensive professional psychological/psychoanalytic treatment for individuals, couples, and family members. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Training refers to information imparted to a person who will use that information in the daily performance of their duties.

VAWA-Specific Definitions

Child/Children - Any person under the age of 11 years. VAWA Program funds cannot be used for grant programs exclusively designed for, or focused on, services or projects for children. Grant money may be used for children's needs only if the primary objective of the grant program is to meet the needs of female adult victims. For example, in a domestic violence shelter, the shelter may use money to meet the needs of children of women who are being served.

Crime Victim - For the purposes of the VAWA Program, a crime victim is a person, 11 years or older, who has suffered physical, sexual, or emotional harm as a result of the commission of a crime of domestic violence, sexual assault, stalking, or dating violence. Secondary victims of crime include family members or other intimately connected persons. If the project is written specifically for female victims, the Office on Violence Against Women allows and encourages provision of services to similarly situated male victims.

Direct Services - Efforts that respond directly to the needs and well-being of crime victims; assist primary and secondary victims of crime in stabilizing their lives after a victimization; help victims understand and participate in the criminal justice system; and provide victims of crime with a measure of safety.

Domestic Violence - The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with, or has cohabited with, the victim as a spouse; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or by another adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of this program, "domestic violence" also includes any crime of violence considered to be an act of domestic violence according to South Carolina state law.

Sexual Assault - The term "sexual assault" means any conduct proscribed by Chapter 109A of Title 181, United States Code, whether the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Law Enforcement - The term "law enforcement" means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution - The term "prosecution" means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office or agency component departments or bureaus (such as governmental victims services programs i.e. Solicitor's offices). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for state and local prosecutors; or enforcing victim compensation and domestic violence related restraining orders and orders of protection shall be considered "direct responsibility" for purposes of this program.

Victim Services - VAWA defines a victim services program as "a non-profit, non-governmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking."

APPENDIX B

Federal Guidelines - Allowable/Unallowable Costs and Activities

The allowable costs listed below are costs that are allowed under the VOCA Assistance Grant Program. After reviewing applications submitted in response to the RFA, the Council may decide that it is in the best interest of the state not to fund one or more of the allowable activities listed below.

§ 94.119 Allowable Direct Service Costs

Direct services for which VOCA funds may be used include, but are not limited to, the following:

(a) *Immediate emotional, psychological, and physical health and safety*—Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:

1) Crisis intervention services,

2) Accompanying victims to hospitals for medical examinations,

3) Hotline counseling,

4) Safety planning,

5) Emergency food, shelter, clothing, and transportation,

6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed,

7) Short-term (up to 45 days) nursing home, adult foster care, or group home placement for adults for whom no other safe, short-term residence is available,

8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety,

9) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Nonprescription and prescription medicine, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed, and

10) Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;

(b) *Personal advocacy and emotional support* – Personal advocacy and emotional support, including, but not limited to:

1) Working with a victim to assess the impact of the crime,

2) Identification of victim's needs,

3) Case management,

4) Management of practical problems created by the victimization,

5) Identification of resources available to the victim,

6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed, or

7) Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga) *(Please note: Agencies will not be funded to solely provide services under this item as existing victim service providers may offer these services via contract or by other means);*

(c) *Mental health counseling and care*—Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;

(d*) Peer-support*— including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;

(e) *Facilitation of participation in criminal justice and other public proceedings arising from the crime*—The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to:

1) Advocacy on behalf of a victim,

2) Accompanying a victim to offices and court,

3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding,

4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency,

5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding,

6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings),

7) Assistance with Victim Impact Statements,

8) Assistance in recovering property that was retained as evidence, or

9) Assistance with restitution advocacy on behalf of crime victims;

(f) *Legal assistance*—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding or

2) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;

(g) *Transportation*—Transportation of victims to receive services and to participate in criminal justice proceedings;

(h) *Public awareness*—Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;

(i) *Transitional housing*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;

(j) *Relocation*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

§ 94.120 Allowable costs for activities supporting direct services.

Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

(a) *Coordination of activities*—Coordination activities that facilitate the provision of direct services, include, but are not limited to, Statewide coordination of victim notification systems, crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and other such

programs, and salaries and expenses of such coordinators *(Please note: due to the eligibility requirements of the VOCA Assistance Grant Program, this item is not intended to allow the funding of statewide coalitions that do not provide direct services);*

(b) *Supervision of direct service providers*—Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services;

(c) *Multisystem, interagency, multidisciplinary response to crime victim needs*—Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;

(d) *Contracts for professional services*—Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;

(e) *Automated systems and technology*—Subject to the provisions of the DOJ Grants Financial Guide and government wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the SAA after considering—

1) Whether such procurement will enhance direct services,

2) How any acquisition will be integrated into and/or enhance the program's current system,

3) The cost of installation,

4) The cost of training staff to use the automated systems and technology,

5) The ongoing operational costs, such as maintenance agreements or supplies, and

6) How additional costs relating to any acquisition will be supported *(Please note: In an effort to avoid duplication and coordinate large scale technology projects, please contact CJCC if you are considering applying for funds to address automated systems and technology);*

(f) *Volunteer trainings*—Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.

§ 94.121 Allowable administrative costs.

Administrative costs for which VOCA funds may be used by subgrantees include, but are not limited to, the following:

(a) *Personnel costs*—Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance;

(b) *Skills training for staff*—Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, Page 30 videoconferencing, electronic training resources, and other materials and resources relating to such training;

(c) *Training-related travel*—costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct service staff (both VOCA-funded and not);

(d) *Organizational Expenses*—Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or minor modifications that would improve the program's ability to provide services to victims *(Please note: construction costs are generally not allowed; please contact DCVAG if you are considering applying for funds for any type of building adaptations or modifications*);

(e) *Equipment and furniture*—Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;

(f) *Operating costs*—Operating costs include but are not limited to—

1) Supplies,

2) Equipment use fees,

3) Property insurance,

4) Printing, photocopying, and postage,

5) Courier service,

6) Brochures that describe available services,

7) Books and other victim-related materials,

8) Computer backup files/tapes and storage,

9) Security systems,

10) Design and maintenance of Web sites and social media,

11) Essential communication services, such as web hosts and mobile device services.

(g) *VOCA administrative time*—Costs of administrative time spent performing the following:

1) Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics,

2) Collecting and maintaining crime victims' records,

3) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and

4) Funding the prorated share of audit costs.

(h) *Leasing or purchasing vehicles*—Costs of leasing or purchasing vehicles, as determined by the SAA after considering, at a minimum, if the vehicle is essential to the provision of direct services;

(i) *Maintenance, repair, or replacement of essential items*—Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the SAA after considering, at a minimum, if other sources of funding are available;

(j) *Project evaluation*—Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by SAAs (Please note: contact DCVAG for prior approval).