

OVC Tribal Victim Services Set-Aside Formula Grant Program

FY2025 TVSSA Budget Guidance Chart

rev. January 8, 2025

This document provides examples of program activities and specific costs for which Office for Victims of Crime (OVC) Tribal Victim Services Set-Aside (TVSSA) Program grant funds may be used. Use it when developing your Budget Detail Worksheet and Program Narrative (which should be consistent with each other) to describe the proposal for OVC review. Funding must be used to provide services to crime victims. OVC will review all proposed costs in the context of the grant proposal. This is not an exhaustive list and items not listed below are reviewed on a case-by-case basis.

- Use [DOJ's Grants Financial Guide](#) and [2 C.F.R. Part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, hereafter "Part 200 Uniform Requirements") as a resource for your budget-related questions, and in conjunction with your Tribe's or organization's policies and procedures, to determine the parameters of budgeted costs.
- When considering whether costs are allowable through this grant program, use these questions as a guide:
 - ***Is this cost/activity related to supporting or assisting crime victims?***
 - ***How is this cost related to the proposed project?***
 - ***How does this expense help crime victims?***

There are certain costs that are generally unallowable in grant project budgets, including the following:

- Activities or services that are not victim-service related, or otherwise not directed at assisting victims of crime or improving victim services.
- Costs incurred outside of the project period.
- Criminal justice activities that are not related to serving crime victims, including but not limited to costs for criminal investigations and prosecutions, general costs associated with operating a court or correctional facility, and probation/parole units. (Note: This prohibition does not preclude criminal justice agencies from using grant funds to provide victim services—for example, hiring a victim advocate to work in a prosecutor's office, court, or probation/parole unit.)
- Food, beverages, meals, and refreshments at meetings, conferences, or trainings. (Note: Food provided to crime victims as part of a direct service, or while victims participate in cultural/traditional activities that have been reasonably incorporated into victim services, is allowable.)
- Lobbying.
- Fundraising activities.
- Legal services for criminal defense and tort actions.

- Research (i.e., the cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject).
- Audit costs not associated with the organizational audit requirements of OMB Circular A-133 or Subpart F of the Part 200 Uniform Requirements.
- Entertainment, including social, diversion, and amusement activities.
- Purchasing real property (land and existing buildings already affixed to land).

Notice—Supplanting Prohibited: OVC grant funds are to be used to develop or enhance services to victims, not to substitute (supplant) other existing funding sources. In other words, you may not deliberately substitute OVC grant funds in place of Tribal government funding that is otherwise available for victim services. For example, if your Tribe spends \$100,000 per year on victim services, you may not deliberately decrease this funding to \$50,000 because you receive a \$50,000 OVC grant. (Changes in spending due to considerations other than receipt of OJP grant funds—e.g., jurisdiction-wide budget reductions across all programs—are not considered supplanting.)

Allowable Costs Related to Missing and Murdered Indigenous Persons (MMIP): The following costs/activities related to serving the family members of MMIP victims are allowable under the TVSSA Program. This list is not exhaustive and is offered for illustrative purposes.

Services for family members:

- Mental health counseling (individual, group, and/or family)
- Civil legal assistance (custody, guardianship, etc.)
- Direct services
- Advocacy, accompaniment to meeting with law enforcement, etc.

Community education to increase awareness and understanding of the issue:

- Developing response protocols among a multi-disciplinary, interjurisdictional group of agencies and organizations responsible for responding to cases of MMIP, including the developing and implementing of the portion of an MMIP Tribal Community Response Plan specifically related to victim services.
- Educating the community about what to do when a loved one goes missing, including but not limited to printing and distributing brochures/posters or renting a billboard.
- Educating the community about the intersection of MMIP and other crimes by integrating MMIP issues into existing awareness events (e.g., awareness month activities for domestic violence, sexual assault, stalking, human trafficking), and/or awareness activities about National Missing and Murdered Indigenous Women’s Day.
- Promoting community awareness of grant-funded services available to the family and loved ones of MMIP.

Note: Applicants should include these costs in their budget, labeled “MMIP Awareness: Individual Cases” line item in the Other Costs category of the budget detail worksheet, and an itemized list of the costs should be added to the budget narrative for this section.

Expenses incidental to a physical search include the following:

- Recruiting and training volunteers
- Purchasing search supplies (sunscreen, bug spray)
- Providing fuel assistance (gas cards) or light refreshments (water, protein bars) for volunteer searchers
- Meeting room rental when families of MMIP need space to meet and receive updates from law enforcement during an active search
- Food and hotel costs for families waiting to hear updates during an active search
- Renting multi-passenger vehicles (e.g., bus, 15-passenger van) to transport family and search party participants to and from the search site

Note: Both circumstances below must be present before grantees can spend funds on physical searches:

- 1) Exigent circumstances (when immediate action is required)
Examples: missing person is a child or an adult who has dementia or a cognitive/intellectual disability
- 2) Law enforcement resources are not reasonably available (e.g., delayed by weather or geographic distance)

Allowable Costs of **Reunification** if the remains of a missing person have been identified and the autopsy concludes that the cause of death was homicide or if the cause of death cannot be determined include the following:

- Exhumation (remove the remains from a grave/tomb) if necessary
- Transportation of the remains for burial*
- Burial costs*

*Grantees should make reasonable efforts (time permitting) to use other resources (e.g., insurance, state crime victim compensation programs) before using grant funds to cover these services.

FY2025 TVSSA Budget Guidance Chart

A. Personnel		
<p>Personnel Costs: Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. See DOJ Grants Financial Guide (3.9 Allowable Costs, Compensation for Personal Services) and 2 C.F.R. § 200.430.</p> <p>Note: Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</p> <p>Example:</p> <ul style="list-style-type: none"> ○ If the Executive Director is expected to spend only 30% of their time on grant activities, salary for the position should be budgeted at 30% of annual salary. ○ The recipient must keep documentation (e.g., timesheets) that show the Executive Director’s time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities. ○ If the Executive Director ends up spending only 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted. 		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Personnel	<p style="text-align: center;"><u>Types of Costs</u></p> <ul style="list-style-type: none"> • Salary: Compensation paid must be reasonable and consistent with that paid for similar work in the organization. • Annual cost-of-living increases/COLA. • Performance-based bonuses (incentive compensation) to the extent that overall compensation is reasonable, and bonuses are consistent with a pre-existing employment agreement or grantee policy. 2 C.F.R. 200.430(f). <p style="text-align: center;"><u>Types of Positions</u></p> <ul style="list-style-type: none"> • Victim advocates, coordinators, specialists, etc.: Professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups). • Case managers provide follow-up care and identify, coordinate, and link victims to services. • Program coordinators: Personnel who lead multidisciplinary team efforts—for example, Sexual Assault Nurse Examiner–Sexual Assault Response 	<ul style="list-style-type: none"> • Time not allocable to grant activities. • Personnel activities that include the following: <ul style="list-style-type: none"> ○ Fundraising. Grant-funded personnel performing fundraising activities may not charge time/effort spent on those fundraising activities (e.g., coordinating/organizing fundraising) to the award. ○ Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (<i>cf.</i> 18 U.S.C. §1913), whether conducted directly or indirectly. ○ Offender services not related to victimization. ○ Investigation, prosecution, court, and corrections personnel, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigation, prosecution, court, or corrections agency from using grant funds to employ

	<p>Teams (SANE–SART) and child protection teams (for cases involving child abuse and neglect).</p> <ul style="list-style-type: none"> • MMIP Coordinator: Provides support and services to the family members of MMIP victims, generates awareness on MMIP among community members as well as individual MMIP cases and collaborates with Tribal, federal, state, and local responders to address issues related to MMIP. • Outreach coordinators: Personnel who work to increase public awareness of the victim services available. • Executive and administrative staff are typically budgeted as a percent of salary, if they will not work full time on the grant: <ul style="list-style-type: none"> • Executive directors, administrators, or other senior management positions to provide supervision for direct victim services staff. • Administrative support personnel who support grant-related activities such as data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports, etc. • Specialized on-staff professionals: <ul style="list-style-type: none"> • Forensic interviewers, e.g., for a child advocacy center. • Mental health professionals qualified to provide mental health services (e.g., psychologists, social workers, counselors). • Medical providers for crime victims directly related to the survivors' victimization that are not covered by other sources. • Attorneys provide legal services for victims of crime on issues related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' rights enforcement. 	<p>personnel to provide victim services (for example, a victim advocate in a prosecutor's office).</p> <ul style="list-style-type: none"> ○ Criminal defense or tort actions. ○ Payment of temporary key personnel in vacant positions (unless prior approval has been given by OVC).
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B. Fringe Benefits

Fringe Benefits: Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable, and are allowable to the extent required by law, agreement, or established policy of the grantee. Applicants must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Compensation for Personal Services](#)) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.431](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p style="text-align: center;">Fringe Benefits</p>	<ul style="list-style-type: none"> • Workers' compensation insurance • Unemployment insurance • Health insurance: Employee health plan contribution, dental, vision. • Federal Insurance Contributions Act (FICA) taxes: Employer share for Medicare and Social Security. • Retirement/pension contribution • Employee support program • Life insurance • Leave: Vacation, family related, sick, military, administrative—regular compensation paid to employees during periods of authorized absences from the job. Must be reasonable, provided under a written leave policy, equitably allocated (i.e., does not disproportionately charge the federal grant), and follow consistent accounting basis. 	<ul style="list-style-type: none"> • Profit sharing. • Fringe benefits associated with any unallowable salary costs.

C. Travel

Travel: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the nonfederal entity related to the award. Grantees must reimburse travel expenses based on their agency travel policy and must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Travel](#)) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.475](#)). Any recipient or subrecipient that does not have an established travel policy must abide by the federal travel policy, including per diem rates (www.gsa.gov/perdiem).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Travel</p>	<ul style="list-style-type: none"> • Mileage reimbursement: For program employees to use their personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings (e.g., with investigators and prosecutors). Note: Mileage reimbursement rates for direct services personnel must not exceed the current federal rate (www.gsa.gov/perdiem). • Air travel • Lodging • Per diem • Baggage fees • Ground transportation: Rental cars or rideshare fees, such as Uber, Lyft, Zipcar, associated with program activities (e.g., to transport victims to services, for staff to attend training). • Taxes and fees associated with travel • Parking fees • Taxes and fees associated with travel <p>Note: Travel costs should be budgeted for project staff attendance at required OVC and OJP trainings, conferences, and meetings and victim-related training. Travel costs are also allowable for other relevant professionals who are part of victim-serving teams. Please see the solicitation for a list of required meetings. If an event location has yet to be determined, please use Washington, D.C., as the anticipated destination to estimate travel costs. Please contact your assigned OVC Grant Manager if you have questions or concerns about OVC's requirement for travel.</p>	<ul style="list-style-type: none"> • Mileage reimbursement for non-grant-funded personnel or non-grant-related activities. • Expenses related to travel for unauthorized/unapproved conferences, meetings, or other events.

D. Equipment

Equipment: Award funds can be used to obtain equipment for program staff to carry out project activities. All equipment obtained with grant funds must be reasonable and necessary for project purposes. The DOJ Grants Financial Guide ([3.7 Property Standards, Equipment](#)) defines equipment as tangible personal property (including information technology systems) having (1) a useful life of more than 1 year **and** (2) a per-unit acquisition cost of \$5,000 or greater (or greater than the organization’s capitalization threshold, if it is less than \$5,000). See Part 200 Uniform Requirements ([2 C.F.R. § 200.1, def. of Equipment](#)). If the item **does not** meet those thresholds, categorize it under the *Supplies* category.

DO NOT include purchase of modular buildings, prefabricated buildings, trailer homes, mobile homes, or similar structures in this category. These items must be included under Construction. See that category for additional details.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Equipment	<ul style="list-style-type: none"> • Vehicles: A <u>purchased</u> vehicle to transport victims to access necessary services and to participate in meetings pertaining to the program.* (See “Equipment leases” in the <i>Procurement Contracts</i> section.) Costs related to vehicle maintenance should be itemized under the “Other Costs” category. • Other modes of transportation: Snowmobile, seaplane, motorized scooter, boat, hovercraft, etc., necessary to transport victims to access necessary services and to carry out project activities.* (See “Equipment leases” in the <i>Procurement Contracts</i> section.) <p>*Applicants may request to purchase or lease equipment (vehicles, other modes of transportation, etc.) for use by direct services personnel to transport victims of crime and carry out project-related activities; however, applicants are responsible for demonstrating to OJP that they have selected the most cost-effective means of acquiring this equipment by conducting a purchase versus lease analysis.</p> <p>Costs associated with the transportation of equipment are also allowable expenses, but these costs must be justified (reasonable, necessary, and allocable).</p> <ul style="list-style-type: none"> • Computer software: Necessary to track service data or manage the financial aspects of the award. • Equipment necessary to complete medical exams for victims: Forensic medical exams, including an exam table, alternate light source, colposcope, or high-definition camera and related forensic photography equipment. • Security system equipment: Cameras, monitors, door contacts, panic buttons, glass breakers, weapon scanners such as metal detectors, etc., where reasonable and necessary for certain victim service facilities—for example, at a child advocacy center, domestic violence shelter, or transitional housing facility or units, etc. 	<ul style="list-style-type: none"> • Equipment to support law enforcement activities (e.g., surveillance equipment, vehicles). • Equipment to monitor perpetrators of a crime such as breathalyzers, electronic/GPS monitoring systems, drug testing/urinalysis equipment, etc. • Security equipment for public buildings (i.e., courthouse, police stations, and other facilities that serve the general public and are not specific to serving victims).

	<ul style="list-style-type: none"> • Remote access equipment: Cameras, monitors, etc., that enable victims of crime to participate remotely in court proceedings related to their victimization (e.g., protection order hearings, bond review hearings, trials, sentencing). <u>A request for remote access equipment requires a judicial determination (legal authorization or policy or procedure) that such equipment may be used in a particular courthouse. Such authorization must be attached with the application.</u> 	
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E. Supplies

Supplies: Award funds can be used to purchase supplies necessary to carry out project activities. Supplies include all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.7 Property Standards, Supplies](#) and the Part 200 Uniform Requirements ([2 C.F.R § 200.314](#)) or 2 C.F.R. 200.1 definitions.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Supplies</p>	<ul style="list-style-type: none"> • Printers, scanners, fax machines. • Communication devices: Land line, cell phone, and pager. • Shelter or transitional housing supplies: Dishes, small appliances, refrigerator, stove, washer, dryer, cleaning supplies, toiletries, first aid kits, comfort supplies (bed-in-a-bag, bed linens, pillows, mattresses, cribs, towels, sleeping bags, etc.). • Office supplies: Pens, paper, and other consumable supplies. • Therapeutic supplies: Figures, toys, sand trays/sand, art supplies, etc. • Supplies necessary to support victim participation in traditional/cultural therapeutic practices: Sweat lodges, smudging, and crafting supplies, etc. • Outreach and awareness supplies: Brochures, posters, billboards, flyers, placards, public service announcements, etc., to generate awareness about individual missing person cases. • Projector, screen, and other equipment as necessary to present project information and activities. • Basic meeting supplies: Folders, name tags, etc. • Computers, storage, and backup systems. • Furnishings: Sofa, chairs, lamps, etc., necessary to create a private waiting area for victims of crime in health care facilities, courthouses, 	<ul style="list-style-type: none"> • Supplies that support law enforcement-related activities (e.g., bulletproof vests). • Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to give away at grant-funded trainings, conferences, or meetings.

	<p>and other facilities where the victims' privacy might be compromised.</p> <ul style="list-style-type: none"> • Cabinets and locks to secure program and client files. • Kits to support the completion of sexual assault forensic exams. • Food as part of cultural/traditional activities when reasonably incorporated into victim services. • Postage to cover the cost of mailing correspondence related to program activities. • Pet support for victims leaving abuse: Expenses related to creating a pet-friendly shelter such as by purchasing kennels or crates. 	
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F. Construction

Construction: Costs incurred as an incidental and necessary part of a victim service program for renovation, remodeling, maintenance, and repair costs that do not constitute capital expenditures are generally allowable under the *Other Costs* or *Procurement Contracts* category. Applicants should consult with OVC to discuss environmental review requirements and the timing associated with such activities. Funds in the Construction category of the Budget Worksheet will be held until final determinations are made about proposed construction projects. Additionally, applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance](#).

The following renovation and remodeling activities generally do not constitute capital expenditures and should be categorized under the *Other* or *Procurement Contracts* category as appropriate:

- **Minor renovations:** These activities include updates to existing structures that **do not** change the overall purpose or function of the structure, capacity, or systems already in place. *Examples: repairs and updates from normal use; interior alteration or restoration projects to remove or add a few walls; replacement of windows, doors, wiring, furniture, or equipment; replacing flooring; patching and painting walls; and replacing ceiling tiles and light fixtures.* **Renovations of systems or utilities:** These activities include replacement of HVAC units and electrical, gas, water, sewage, and communications services interior to or connected to the structure.
- **Remodeling:** These activities include renovation/construction work to change the layout of a space within the existing capacity and systems of the original structure.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Construction	<ul style="list-style-type: none"> • Purchase, site preparation, and installation of modular buildings, prefabricated buildings, trailer homes, mobile homes, or similar structures to serve as a location for providing victim services. These costs can include the following (this is not an exhaustive list): <ul style="list-style-type: none"> <input type="checkbox"/> Demolition of existing structures <input type="checkbox"/> Clearing land 	<ul style="list-style-type: none"> • Purchasing real property (land or existing buildings affixed to land).

	<ul style="list-style-type: none"> <input type="checkbox"/> Digging and pouring foundations <input type="checkbox"/> Installing new utility systems • Major renovations and expansion of existing buildings: <ul style="list-style-type: none"> <input type="checkbox"/> Extension (expansion) of an existing facility to increase its size or add space beyond the existing structure <input type="checkbox"/> Structural changes to the foundation, roof, floor, exterior, or loadbearing walls of a facility <input type="checkbox"/> Renovation activities that are intended to significantly change the function of an existing structure (for example, converting a school into a domestic violence shelter), even if such renovation does not include any structural change <input type="checkbox"/> Renovations where all or most interior walls are demolished, along with ceilings and floor coverings, and where the HVAC, plumbing, and electrical systems are reconfigured (sometimes referred to in colloquial terms as a “gut job”) <input type="checkbox"/> Installation of additional utility systems to a building/structure that already exists • Fencing outside of or surrounding victim service facilities. • Sidewalks, parking areas, driveways, access roads, etc., necessary to provide access to the victim services facility. • Construction of a new building (also referred to as “stick build” or “ground up” construction.) This is allowable only in instances where it is more cost effective than purchasing and installing a modular or prefabricated structure. (There are special considerations in extreme weather topography, for example, which might make “stick build” the more practical or long-term more cost-effective alternative, and these will be considered on a case-by-case basis.) • Construction project planning expenses (this is not an exhaustive list): <ul style="list-style-type: none"> <input type="checkbox"/> Architectural and engineering design costs <input type="checkbox"/> Geotechnical testing and reports <input type="checkbox"/> Site boundary surveys and topographic maps <input type="checkbox"/> Construction/safety inspections <input type="checkbox"/> TERO fees and other Tribal fees/taxes on a construction project. 	
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	<p>Contingency funds Applicants proposing to use grant funds for any of the construction activities noted above should expect that additional documentation and review requirements will apply.</p>	
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G. Subawards (Subgrants)

Subawards (Subgrants): This section should be used to describe subawards that the lead applicant will make to nonfederal entities (subrecipients) to carry out part of the required activities under the grant award (refer to page 1 for examples of allowable victim service-related activities). A nonfederal entity is acting as a subrecipient if it—

- determines who is eligible to receive grant-funded services;
- has its performance measured in relation to whether objectives of the federal program were met;
- bears responsibility for making decisions about programmatic activities;
- bears responsibility for adhering to federal program requirements; and
- uses award funds to carry out a program for a public purpose specified in the program statute (here, victim services), as opposed to providing goods or services for the benefit of the pass-through entity.

An agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your organization refers to the subaward agreement as a type of contract. Do **not** include procurement contracts in this section; there is a separate section below for those. Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.14 Subrecipient Management and Monitoring](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.331](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Subawards (Subgrants)</p>	<ul style="list-style-type: none"> • Subgrant awards can be useful where the recipient itself does not have the expertise or capacity to provide a type of victim service, but another organization does. • Most allowable activities and their costs may be subawarded. (See list of potential projects and activities above.) For example, a Tribe may use grant funds to rent space and pay personnel to provide victim intake, case management, and referral services, or it could choose to subaward funds to an organization that could (or already does) do those things. <p>Note: Award recipients who have included subrecipients in this category will need to submit written subrecipient monitoring policies and procedures to OVC for review and approval before executing subrecipient agreements.</p>	<ul style="list-style-type: none"> • Costs that are unallowable in other categories are unallowable under subawards.

	<p>Note: Travel costs associated with subrecipient travel to carry out grant award activities should be included in the “Consultant Travel” subcategory.</p>	
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H. Procurement Contracts

Procurement Contracts: Award funds can be used to procure goods or services for the benefit of the grantee. Contracts must be conducted using the organization’s procurement policies and procedures. Sole-source procurement contracts in excess of \$250,000 must receive the prior approval of OJP. Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance](#) and the Part 200 Uniform Requirements at [2 C.F.R. § 200.317 through 2 C.F.R. § 200.326](#), which detail requirements and restrictions imposed on nonfederal entities (i.e., recipients and subrecipients) that use federal assistance funds to procure property or services needed to carry out the grant-funded project.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Procurement Contracts</p>	<ul style="list-style-type: none"> • Telemedicine/telemental health access: Subscription fees for a HIPAA-compliant telemedicine platform to provide synchronous, remote behavioral health services and medical/clinical consultation and supervision. • Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation. • Software support: Subscription and support fees for case management and other data collection software systems. • Single audit compliance (2 C.F.R. Subpart F) for costs associated with completing a required organizational audit for grantees that have satisfied the Subpart F spending threshold. • Equipment leases: Lease of a vehicle, photocopier, or other equipment essential to the operation of the project for a period not to exceed the award period. (See examples under <i>Equipment</i> above.) • Maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services. • Renovation costs: Minor renovation, remodeling, maintenance, and repairs to a facility that will be used for a victim services program. (Additional documentation and review requirements will apply before renovation activities can begin.) • Crime scene cleanup: Cost of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault. 	<ul style="list-style-type: none"> • Sole-source contracts in excess of \$250,000 are unallowable without prior approval from OJP. • Audit costs not associated with a Subpart F audit. • The cost of purchasing real property. • The cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject (research). • Consulting costs associated with negotiating an inter-jurisdictional law enforcement MOU/MOU, or other protocol and procedures for inter-jurisdictional cooperation in the investigation of crimes. • Funds cannot be used for investigative or prosecutorial activities.

- **Website creation/maintenance:** Costs associated with creating and maintaining a website necessary for the victim service project.
- **Transportation services:** Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization.
- **Consultant services:** Consultants are subject matter experts who guide or assist grantees in carrying out grant-funded activities. (Note: Some consultants may be more appropriately budgeted under the *Subawards* category depending on how they fit within the project, particularly if they make decisions or have discretion regarding key award activities. Consult the list of criteria for subawards set out above for more information.) Allowable consultant costs include, but are not limited to, the following:
 - **Tribal code development:** An attorney or other qualified consultant to assist with writing Tribal codes addressing specific forms of victimization and related criminal offenses, or that define or enhance crime victims' rights.
 - **Cultural experts:** Compensation for Tribal elders or other subject matter experts to advise programs on how to incorporate traditional lifeways and practices into the services offered by the program.
 - **Trauma-informed care:** Consultation services for developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc.
 - **Trainers/presenters:** Consultants to provide training or make presentations to victim services personnel as part of a grantee-sponsored training event.
 - **Medical/dental/vision care:** Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement.
 - **Training and Technical Assistance:** Retaining the services of an individual or organization to (1) help plan and deliver training on issues related to addressing crime victimization to project staff and/or staff from collaborative

partners; (2) assist program staff/collaborative partners with resolving problems related to program development and implementation; and/or (3) aid program staff/collaborative partners with implementing innovative strategies to meet the needs of crime victims served by the funded project.

Note: Applicants who are proposing to use funds to retain the services of an individual/organization to provide training and technical assistance (TTA) for their proposed project, should attach the resume/CV of the proposed consultant(s), along with any other documentation which demonstrates that the individual or organization has subject matter expertise in the topic(s) for which they will be consulting on this project. If the applicant does not have an individual/organization identified to provide the proposed TTA, then the applicant should identify the consultants as “TBD,” and coordinate with their assigned OVC grant manager post-award to seek OVC review/approval for the consultant before using the award funds to procure their services.

Note: Travel costs necessary for consultants to carry out their grant-related activities should be included in the “Consultant Travel” subcategory. Additionally, the OJP consultant rate should be consistent with current market value for services, with a maximum limit of \$650 per day or \$81.25 per hour (see DOJ Financial Guide, sec. 3.6, under *Consultant Rates*).

I. Other Costs		
Other costs: This category includes costs that do not fit into the other budget categories, but that are necessary for the victim services proposed in the project.		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Other	<p>Emergency or Short-Term Victim Needs These must be justified in the Budget Narrative in the context of the proposed program.</p> <ul style="list-style-type: none"> • Emergency/short-term needs of victims: Food, groceries, pet supplies, gasoline, clothing, personal hygiene products, toiletries, cleaning supplies, household supplies, locksmith services, and costs associated with repairing, replacing, or securing windows or doors to ensure a victim’s safety. • Lodging, including short-term hotel/motel stays on an emergency basis. • Transportation assistance: Transportation tokens or vouchers, airfare, lodging, and per diem that victims may use for travel to access victim services or participate in proceedings related to victimization. • Childcare assistance: Daycare or childcare assistance costs for child victims or the children of adult victims of crime, to facilitate victim services. • Short-term nursing home or convalescent care for elder abuse victims where no other short-term residence is available. • Housing assistance: Rental assistance and relocation costs, including but not limited to security and pet deposits, utilities assistance, home furnishings, and other costs <i>incidental to relocation</i> to transitional or permanent housing as needed as a result of the victimization. • In-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed. • Cost of transporting the body of a homicide victim for the purpose of burial and other burial costs that are not 	<ul style="list-style-type: none"> • Cash payments to victims of crime including issuing a check or other means where the victim can use the cash for activities not related to the grant program. • Third-party billing for services provided under the grant, e.g. billing Medicaid or insurance for the same services provided under the award at the same time. • Disbursing gift cards to victims of crime without assurances that the cards will be used only for expenses that are allowable under the grant. • Debt payment, including car payments and credit card payments for victims served by the project. • Fines and penalties, except when incurred as a result of compliance with specific provisions of an award or contract, or with specific prior written approval from an authorized official of the awarding agency (2 C.F.R. 200.441 and 2 C.F.R. 435). • Reimbursement for victim/client lost wages (grantees should work with clients to file an application with the appropriate state crime victim compensation program). • Restitution payments. • Mortgage payments for the grantee or for any victim served by the project. • Rental fees for space or facilities that grantees own. The cost of ownership may be allowable—see DOJ Financial Guide, sec. 3.9 under Project Site for additional details. • Fees to hold shelter beds. • Court-imposed penalties, fines, or costs. • MMIP investigation by law enforcement or a private investigator, including overtime

	<p>otherwise covered by the relevant state crime victims' compensation program.*</p> <ul style="list-style-type: none"> • Court-related filing fees and service of process fees for victims of crime when the victim is not eligible to seek a fee waiver. <p>Notes:</p> <ul style="list-style-type: none"> • *Some of these costs may be covered by other sources. Providers should make reasonable efforts (time permitting) to use other existing resources (e.g., insurance, victim compensation) before using grant funds to cover gaps in services. • Applicants that budget flexible funding (e.g., emergency credit card that staff can use, or gift cards or vouchers for victims) to meet emergency/short-term victim needs must have written eligibility/use policies and appropriate internal controls to monitor and account for the funding. <p>Facility Costs</p> <ul style="list-style-type: none"> • Rental space for project activities (e.g., office space, shelter facility). • Utilities and maintenance <p>Note: These costs must be reasonably apportioned if they also support non-grant activities and may not be charged directly if charged indirectly.</p> <p>Program Operating Costs</p> <ul style="list-style-type: none"> • Registration fees for grant-funded personnel and other personnel to attend approved professional development training events. • Membership fees associated with joining a Tribal or state domestic violence and/or sexual assault coalition. • Meeting space/facility rental for grant activities (e.g., training event, support group, public awareness activity). • Gasoline and routine vehicle maintenance costs for a vehicle that has been purchased with grant award funds. 	<p>compensation for law enforcement officers involved in a missing person's search; equipment/supplies and volunteer costs for a law enforcement-led search; compensating and/or paying other expenses for a private investigator; and biometric testing and analysis (DNA and fingerprint analysis, forensic anthropology, examination/analysis of dental records).</p> <ul style="list-style-type: none"> • Fundraising activities for family members of a missing person.
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	<ul style="list-style-type: none">• Advertising costs, including advertising in media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities.• Outreach and education materials, including fliers, brochures, posters, wallet cards, and other materials for funded training events.• Insurance: Renter's insurance and insurance for vehicles purchased or leased with award funds are allowable. Grantees may also use award funds to pay premiums for property and general liability insurance for a facility or space that the grantee owns and that is being used as office space for grant-funded personnel, or as a child advocacy center, domestic violence shelter program, or transitional housing facility. The cost of property insurance must be properly apportioned if the facility will be used for other personnel and/or for non-grant-related activities. See 2 C.F.R. 200.447.• Stipends may be used to provide modest and reasonable compensation for interns and program advisory board members.• Background investigation for grant-funded staff	
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J. Indirect Costs

Indirect costs: Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. Indirect costs may be charged to an award only if (a) the recipient has a current (unexpired), federally approved indirect cost rate or (b) the recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the [Part 200 Uniform Requirements](#) as set out at [2 C.F.R. 200.414\(f\)](#) and [Section 3.11 Indirect Costs](#) of the DOJ Grants Financial Guide. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Indirect Costs	If indirect costs are included in a budget, a signed current indirect cost rate agreement must be included with the application or the applicant must describe in the budget its eligibility for and intent to apply a “de minimis” indirect cost rate under 2 C.F.R. 200.414(f). If the applicant’s negotiated indirect cost rate agreement is expired and the applicant is awaiting approval for a new rate agreement, the applicant must note that in the budget narrative and a special condition will be added to the award prohibiting the obligation, expenditure, and drawdown of funds for the reimbursement of indirect costs until the new agreement is approved and submitted to OVC.	