

Budget Allocation Guide of Allowable Expenses

Domestic Violence Housing First Program

and

DV/SA Transitional Housing Program

February 2025

Vendor cards may be used for flexible financial assistance (FFA) and THP direct client assistance needs in adherence to the [Flexible Financial Assistance Guidelines](#) or the [Direct Client Assistance Guidelines \(for the THP program\)](#), or for other program uses such as focus group or survey incentives. Vendor cards are reimbursable only upon distribution to the recipient and must follow the [Vendor Card Usage Policy](#).

You must also review the [HF Budget Development Guidelines](#) and [THP Budget Development Guidelines](#) when preparing your budget.

Personnel
1) Each position's current FTE and hourly/salary rate should be listed separately by line item.
2) Budget the gross pay for each position (not net pay).
3) A daily time tracking log is required for each position being paid using multiple sources of funding (Federal, State or non-OJP funding).
Eligible Expenses
Project related staff hours - including overtime pay, holiday pay, PTO, etc.
All other administrative, facility and support staff hours related to the project including overtime, holiday pay and PTO
Supervision hours of project related staff
Project related work that includes administrative time completing time tracking, programmatic documentation, reports and statistics, collecting and maintaining program participants' records, conducting program participant satisfaction surveys and needs assessments.
Payout of paid leave balances upon end of employment in accordance with board-approved policy. Any other circumstances need grant manager approval.

Payroll Taxes & Fringe Benefits (Employer-paid)
1) Payroll taxes include federal/state tax, FICA, Medicare, worker's compensation, unemployment insurance paid by the employer.
2) Fringe benefits include health/dental insurance, pension, disability insurance, and other common benefits paid by the employer.
Eligible Expenses
Project related staff time listed in <i>Personnel</i> in the same proportions of Federal/State as salary
All other administration, facility & support staff time related to the project
Retirement contribution match for project staff
Severance in accordance with board-approved policy (need grant manager pre-approval)

Contract Services
1) See Budgeting Consultants & Contractors in Application and Example Contract Scenarios for assistance budgeting consultant/contractor work
Eligible Expenses
Consultant contracts (or written agreements) for project related services such as project evaluation, security personnel, psychological consultation, legal services, trainers and therapists.
Contracts (or written agreements) to provide project related goods or services that are not routine and recurring, being provided on less than 3 occasions during the year such as special repair or maintenance.
*Note - Contracts (or written agreements) to provide project related services related services that <u>are routine and recurring</u> , being provided on <u>3 or more occasions</u> during the year such as IT services, grounds/building maintenance, linen cleaning, and ongoing database management should be budgeted in other applicable budget categories - <u>not in contract services</u> .
Contracted audit costs prorated and budgeted on the ratio of state funding sources being audited.

Travel & Training
1) See Commissioner's Plan for travel (transportation/lodging/meals) policies and reimbursement limits.
Eligible Expenses
Transportation/mileage/lodging/registration for staff/volunteers/victims to attend project related training
Honorarium (amount set by grantee) for speaker who is not a member of the staff (or paid consultant) carrying out a training project
Travel insurance
Space rental for grantee providing/sponsoring a training

Office & Program Expenses
1) See Commissioner's Plan for travel (transportation/lodging/meals) policies and reimbursement limits.
Office Expenses
Eligible Expenses
Printing of and postage for direct service-related materials (e.g., DVHF participant correspondence, brochures, program literature, protocols, evaluations, surveys, working agreements, public awareness and education, needs assessments)
Phone system leases and maintenance fees, and cable/satellite service
Office supplies (e.g., paper, pens, folders, toner, cleaning supplies, toilet paper, paper products)
Phone and Internet service
Administrative fees associated with offering fringe benefits to employees

Office & Program Expenses (continued)
Program Expenses
Eligible Expenses
Recurring and routine contract services, being provided on 3 or more occasions during the year, such as interpreters , IT services, linen cleaning, and ongoing database management
Equipment purchases under \$10,000 per unit for project related needs (e.g., cell phone, computer, furniture, home furnishings, fax machine, photo copier, appliances, playground equipment, phone system, security system, baby cribs)
Maintenance, repair, lease, protection plans (covering the grant period) and insurance for all project related equipment (e.g., cell phone, computer, fax machine, photo copier, appliances, phone system, security system, vehicle insurance/repair)
<u>Bulk</u> purchases of basic need items to have on hand for victims (e.g., clothing, diapers, hygiene products, snacks/food, water, etc.) - vendor cards should be budgeted under Flexible Financial Assistance or THP Direct Client Assistance, whichever is applicable to your grant.
Professional liability insurance (prorated between all sources)
Victim group activities that provide opportunities for victims to meet other victims, share experiences, and provide peer support
Support group supplies
Resource/training materials, books, CDs & DVDs that are direct service related
Program computer software (and subscriptions) for direct service use
Staff/volunteer recruitment costs
Background checks for employees/volunteers
Traditional, cultural, indigenous ceremonial and/or alternative therapy/healing
Incentives (e.g., shelter resident cleaning their room, etc.) – program participants must be able to opt out without consequence to accessing other supportive services
Stipends for participation (e.g., focus groups, evaluations, youth advisory boards, etc.), paid with vendor cards for basic needs, (e.g., food, gas, etc.)
Stipends for students who are providing service activities relevant to the grant and not receiving academic credit or other payment (such as through work study)
Stipends of volunteers
Costs to advertise and promote agency's services

Domestic Violence Housing First Flexible Financial Assistance DV/SA Transitional Housing Program Direct Client Assistance
1) Please see Crime Victims Reimbursement Program Information for other financial assistance options available.
Eligible Expenses
Vendor cards for gas, food, personal needs, transportation, etc. (reimbursable by grant only upon distribution to program participant) See Vendor Card Usage Policy
Food
Rent, shared utility costs, and security deposits, including additional security deposit, if required
Landlord mitigation funds (money that can be used to guarantee funds if damages, unpaid rent, etc.)
Personal items (clothing, diapers, bedding, personal hygiene items, etc.)
Household furnishings (beds, furniture, etc.)
Home safety expenses (doors, windows, locks, phones, security system, etc.)
Moving expenses (transportation costs, moving truck, storage space, etc.)
Fees (rent applications, job placement, identification documents, admin fees, processing fees, etc.)

**Domestic Violence Housing First [Flexible Financial Assistance](#)
DV/SA Transitional Housing Program [Direct Client Assistance](#)
(Continued)**

1) Please see [Crime Victims Reimbursement Program Information](#) for other financial assistance options available.

Eligible Expenses

Mortgage payments (principal, interest, property tax, homeowners' insurance, etc.)

Used vehicle purchase or payments/payoff on a vehicle (with grant manager approval only)

Vehicle-related expenses (mechanical repairs, tires, windshields, insurance, title/registration, etc.)

Vehicle towing, impound and storage fees

Transportation costs (airfare, bus, Uber, taxi, etc.)

Replacement of necessary property that was lost, damaged, or stolen

Insurance deductibles

Services for survivor (mowing lawn, etc.)

Late fees and past due bills associated with other eligible Flexible Financial Assistance or THP Direct Client Assistance expenses (utilities, rent, etc.)

Electronic devices (computers, phones, etc.)

Financial Advisor/Consultant when the service is not available through the agency.

Lodging expenses for safe housing

Utility bills (phone service, gas, electricity, water, etc.)

Costs of the following, (when Crime Victims Reimbursement Program, health insurance, Medicaid, etc. is not reasonably expected to be available to meet need, within 48 hours): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses, etc.), and other healthcare items.

Mental health counseling and care, including, but not limited to, outpatient therapy/counseling and substance- abuse treatment, provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered

Childcare

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

Civil legal assistance (family/custody/housing/dependency matters/mediation, etc.)

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

Crime scene cleanup (when not eligible through Crime Victims Reimbursement Program)

Animal/pet related costs (boarding, veterinarian, food/supplies, etc.)

Culturally specific items (prayer clothing, etc.)

Educational and professional expenses (licensure fees, tuition, books, etc.)

Outstanding tickets, warrants, fees, etc.

Family activities

Indirect Costs

Eligible Expenses

Indirect costs not normally broken out by program (using your federally approved rate or up to 15% of your Modified Total Direct Costs if you don't have an active federally approved rate). Allocation must be prorated appropriately between federal and state funding. See the [Indirect Costs Overview](#) link below if you plan to budget indirect costs to this grant. Indirect costs are not eligible VOCA Match expenses.

Other Expenses

Eligible Expenses

Before budgeting any expenses here, contact your grant manager to see if there is another line item where the expense should be budgeted

Unallowable Expenses

Building expenses

Equipment over \$10,000

Staff bonuses

Staff hours for time working on another agency's board (except time on a statewide crime victim services coalition board is allowable)

Salary reimbursement for back-up criminal justice professionals (except law enforcement) so they can attend training

Any benefit or expense for board members beyond those related to costs of board training

Flat rate per diems for food (must be by meal per the Commissioner's Plan)

Reimbursement of staff personal cell phone costs

Travel insurance

Appreciation, entertainment or social activity expenses for staff, board or multi-disciplinary team members

Any witness expense relating to a criminal investigation or court proceeding (i.e., interpreters, expert witness, food, travel, lodging, etc.)

Any investigation or prosecution activities

Wage compensation for victims of crime

Medical care (beyond costs under Flexible Financial Assistance or THP Direct Client Assistance)

Land acquisition

Corporate formation

Grantee agency debts, interest, fines, penalties or late fees (bank, credit card, utilities, etc.)

Fees for smoking in non-smoking hotel rooms

Alcohol

Staff time and expenses related to fundraising activities (including grant writing for other funders)

Lobbying

Prevention activities

Research and studies

