

## Family Violence Prevention Services Act Guidelines



# Family Violence Prevention & Services Program

## Spending FVPSA Grant Funds Technical Assistance Document

Many Family Violence Prevention and Services Act (FVPSA) grant recipients including states, territories, tribes, and coalitions have requested guidance on how to spend down their FVPSA grant awards. This document provides an overview of examples of allowable expenses and purchases.

There are several main sources of FVPSA guidance on the allowable activities and allowable uses of funds that can help FVPSA grant recipients with spending FVPSA grant funding annually:

- Standing NOFO for Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services/Grants to States, <https://www.acf.hhs.gov/fysb/grant-funding/fvpsa-standing-notice-funding-opportunity-domestic-violence-shelter-and>.
- Standing NOFO for Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services/Grants to Native American Tribes (including Alaska Native Villages) and Tribal Organizations, <https://www.acf.hhs.gov/fysb/grant-funding/fvpsa-standing-notice-funding-opportunity-tribes-tribalorganizations>.
- Standing NOFO for Family Violence Prevention and Services/Grants to State Domestic Violence Coalitions, <https://www.acf.hhs.gov/fysb/grant-funding/fvpsa-standing-notice-funding-opportunity-grants-state-domestic-violence>.
- FVPSA Frequently Asked Questions webpage, <https://www.acf.hhs.gov/fysb/fvpsa-grants-frequently-asked-questions>

## Examples of Spending Strategies and Regulatory Considerations

*(These are examples of allowable expenses and how grant recipients can find help)*

- 1) **If you haven't yet billed other grants for recent expenses in the current fiscal year, you may want to allocate them to the FVPSA grant award** (following your established cost allocation plan<sup>i</sup>). You'll need to consider the fiscal periods of all your grants, and whether or not a budget modification may be needed<sup>ii</sup>.
- 2) Consider **purchases related to workforce capacity building, mobile advocacy services, temporary rental assistance**, expenses relate to staff, housing assistance and equipment (incl. vehicles).
- 3) **Invest in your workforce with raises, appreciation/hazard pay<sup>iii</sup> and stipends** (following federal guidance<sup>iv</sup> with written, Board-approved policies and your established cost allocation plan<sup>v</sup>). We understand that for tribal programs the process to accomplish this will be different from non-profits.
- 4) FVPSA grant recipients have a great deal of flexibility in **paying for survivors' needs**. Direct cash assistance to survivors is *not* permitted; however, payments to 3<sup>rd</sup> parties (e.g., landlords, utility companies, schools, hotels) *are* allowable. **Temporary rental assistance is an allowable use of FVPSA funds for survivors and their children.**
- 5) Consider **purchase of vehicles and large pieces of equipment<sup>vi</sup>**. Any vehicle purchase, and any equipment purchase over \$5,000 requires prior approval from your State Administrator, Grants Specialist or Federal Project Officer<sup>vii</sup>, to submit your request no later than 09/09/22. It may take a while to order these products and you may experience unforeseen delays in delivery due to COVID-19. These purchases must be spread across funders following your cost allocation plan<sup>viii</sup>. There are other specific purchasing and reporting requirements related to these items<sup>ix</sup>.
- 6) **Consider building organizational capacity.** FVPSA grant recipients can put in place contracts for consultant projects related to your organizational development needs, as well as items for traditional and cultural practices that promote healing and language access planning. You'll need to follow appropriate procurement processes and spread these expenses across funders per an established cost allocation plan<sup>x</sup>.

## Spending Examples

*(see above and the endnotes for federal guidance and grant requirements)*

### a. Personnel<sup>xii</sup>

- Provide livable wages<sup>xiii</sup> through salary increases
- Offer work from home allowances, incentive pay (i.e., bonuses), appreciation/wellness/hazard pay (see sample policies<sup>xiv</sup>)
- Provide additional salary increases for increased responsibilities, specialized knowledge/skills (e.g., survivors' lived expertise, bi-lingual-language skills, documented experience working with unserved/underserved communities)

### b. Fringe Benefits<sup>xv</sup>

- Provide employee stipends (i.e., childcare, mental health/counseling, fitness programs, commuter stipends, tech stipends, healthcare stipends for part-time staff, etc.)
- Cover roadside assistance plans for employees conducting mobile advocacy

**d. Equipment<sup>xvi</sup>**

- Vehicles to support mobile advocacy, survivor pick-ups, transports to/from court/services, child transports to school/childcare/activities can be purchased with FVPSA grant funds as well as ARP grant funds
- Mobile advocacy vehicles may include automobiles, trucks, 4-wheel vehicles, transportation watercraft, RVs
- Include auto maintenance/service/warranty packages
- Examples of other auto expenses are listed below (*see Section H. Other*)

**e. Supplies<sup>xvii</sup>**

- Household appliances for shelters and for survivors' apartments/homes (i.e., washer/dryer, refrigerator, oven)
- Household supplies for shelters and for survivors' apartments/homes (i.e., personal protective equipment, beds, furniture, annual supplies of food, clothing, toiletries, diapers, hair products)
- Items for traditional and cultural practices that promote healing
- Wellness care packages for survivors and their children
- Utility fees for gas, fuel oil and propane for programs and for survivors
- Generators, air filtration equipment, space heaters, window air condition units (installation costs *not* allowed)
- IT upgrades for programs and for survivors (i.e., laptops, audio/video equipment for tele-conferencing)
- Assistive devices for people with disabilities
- Breast pumps and related equipment for nursing mothers
- Crates, pet food and other supplies if housing pets with survivors

**f. Contracts<sup>xviii</sup>**

- Contracts with hotels/motels for emergency shelter
- Legal fees for eviction proceedings and DV related legal issues
- Counseling services for survivors and their children; clinical supervision for staff
- Kennel / boarding services if survivors' pets cannot be housed
- Interpretation and translation services (i.e., translate agency materials and website)
- Organizational capacity-building services (i.e., strategic planning, training and technical assistance, needs assessments, evaluation/research support, Board development, fiscal management services)
- Communication, graphic design and marketing services (e.g., re-design/upgrade website, multi-media & multi-lingual outreach materials that reflect new services, mobile advocacy, etc.)
- IT assessment and infrastructure plan (i.e., contract IT expert to develop plan for remote work); virus protection plans; Zoom accounts for tele-conferencing

**h. Other<sup>xix</sup>**

- Third-party payments to cover survivor housing and related expenses (back to start of your current fiscal year)
  - Rental subsidies, late fees, back rent payments
  - Utilities (i.e., deposits, monthly charges, amounts owed)
  - Application/credit fees, first/last month rent deposits<sup>xx</sup>
  - ID replacement
- Cover other survivor expenses:
  - Car repairs, new tire/snow tire/chain purchases, roadside maintenance plans
  - Travel for relocation
  - Medical expenses
  - Education & employment expenses (i.e., laptops, cameras, headsets, tuition, training/certification programs, books, educational supplies, uniforms, transportation)

- Professional development stipends for employees (e.g., trainings, certifications, clinical supervision, books, resources, materials, conferences, professional memberships, subscriptions)

### Need Help?

Federal Points of Contacts	FVPSA Technical Assistance Providers Points of Contact
<ul style="list-style-type: none"> <li>• <b>Financial Questions:</b> If FVPSA grant recipients have any questions about the financial implementation of FVPSA grant awards, then please reach out to the ACF Office of Grants Management at <a href="mailto:FPRG-OGM@acf.hhs.gov">FPRG-OGM@acf.hhs.gov</a>.</li> <li>• <b>Program Implementation Questions:</b> If FVPSA grant recipients have any questions about the programmatic requirements for the implementation of FVPSA grant awards, then please reach out to your assigned FVPSA Program Specialist, <a href="http://www.acf.hhs.gov/fysb/fvpsa-regional-contact-list">www.acf.hhs.gov/fysb/fvpsa-regional-contact-list</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">FVPSA Formula Grantees Capacity Building Center: National Network to End Domestic Violence</a></li> <li>• <a href="#">Alaska Native Women’s Resource Center</a></li> <li>• <a href="#">National Indigenous Women’s Resource Center</a></li> <li>• <a href="#">Safe Housing Partnerships Technical Assistance Consortium</a></li> </ul>

**Where can I find more information on the FVPSA ARP supplemental funding and the allowable uses of funds? <https://www.acf.hhs.gov/fysb/fvpsa-grants-frequently-asked-questions>**

FAQ Topic	Brief Description	Link
Food Costs Allowability	The FVPSA Program’s responses and clarifications to grant recipients’ questions about allowable food costs are discussed in this document.	<a href="#">FVPSA Food Costs Allowability FAQ</a>
State Pass-Through Entity Administrative Costs	The FVPSA Program’s responses and clarifications for state pass-through-entities receiving FVPSA formula grant awards about the 5 percent administrative funding limitation are discussed in this document.	<a href="#">FVPSA State Pass-Through Entity Administrative Costs FAQ</a>
Allocation of Employee Costs	The FVPSA Program’s responses and clarifications to grant recipients’ questions about the allocation of costs for employees working for more than one federal grant award are discussed in this document.	<a href="#">FVPSA Allocation of Employee Costs FAQ</a>
Use of FVPSA Funds for match to HUD DV Bonus Grant Programs	The FVPSA Program’s responses and clarifications to grant recipients’ questions about how FVPSA funds may be used together to supplement services for survivors and not supplant other federal, state, and local public funds in accordance with 42 U.S.C § 10406(c)(6).	<a href="#">Use of FVPSA Funds for match to HUD DV Bonus Grant Programs FAQ</a>
COVID-19 Public Health Emergency and the Allowable Uses of FVPSA Grant Funds for Domestic Violence Shelter and Supportive Services	The FVPSA Program’s responses and clarifications to grant recipients’ questions about the COVID-19 public health emergency and the allowable use of FVPSA funds for addressing basic needs and providing rental assistance, hotel, motel, utilities, and moving costs.	<a href="#">COVID-19 Public Health Emergency and the Allowable Uses of FVPSA Grant Funds for Domestic Violence Shelter and Supportive Services FAQ</a>
FVPSA ARP Grants to Support Survivors of Sexual Assault Supplemental Funding FAQs	The FVPSA Program’s responses and clarifications to grant recipients’ questions about the implementation of ARP	<a href="#">FVPSA ARP Grants to Support Survivors of Sexual Assault</a>

	supplemental grants to support survivors of sexual assault.	<a href="#">Supplemental Funding FAQ</a>
FVPSA ARP Domestic Violence Services Supplemental Funding FAQ for States and Territories	The FVPSA Program's responses and clarifications to grant recipients' questions about the implementation of ARP supplemental grant funds for domestic violence services and technical assistance for states and territories grant recipients.	<a href="#">FVPSA ARP Domestic Violence Services Supplemental Funding FAQ for States and Territories</a>
FVPSA ARP Domestic Violence Services Supplemental Funding FAQ for Tribes and Tribal Organizations	The FVPSA Program's responses and clarifications to grant recipients' questions about the implementation of ARP supplemental grant funds for domestic violence services and technical assistance for tribes and tribal organizations.	<a href="#">FVPSA ARP Domestic Violence Services Supplemental Funding FAQ for Tribes and Tribal Organizations</a>
FVPSA ARP Domestic Violence Services Supplemental Funding FAQ for Specialized Services for Abused Parents and their Children (SSAPC) Grant Recipients	The FVPSA Program's responses and clarifications to grant recipients' questions about the implementation of ARP supplemental grant funds for domestic violence services for Specialized Services for Abused Parents and their Children (SSAPC) grant recipients.	<a href="#">FVPSA ARP Domestic Violence Services Supplemental Funding FAQ for Specialized Services for Abused Parents and their Children (SSAPC) Grant Recipients</a>
FVPSA ARP Grants to Support Survivors of Domestic Violence and Sexual Assault from Culturally Specific Populations FAQ	The FVPSA Program's responses and clarifications to grant recipients' questions about the implementation of ARP supplemental grants to support culturally specific domestic violence and sexual assault services for survivors.	<a href="#">FVPSA ARP Grants to Support Survivors of DV and SA from Culturally Specific Populations FAQ</a>
FVPSA ARP Grants for COVID-19 Testing, Vaccines, and Mobile Health Units FAQ	The FVPSA Program's responses and clarifications to grant recipients' questions about the implementation of ARP supplemental grants to support access to COVID-19 mitigation services/supports/supplies, COVID-19 testing, vaccines, and mobile health units.	<a href="#">FVPSA ARP Grants for COVID-19 Testing, Vaccines, and Mobile Health Units FAQ</a>



- <sup>i</sup> Cost allocation: 45 CFR §75.407 & 45 CFR §75.439: [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75\\_1407](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1407) & [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75\\_1439](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1439)
- <sup>ii</sup> Budget modifications: [Uniform Administrative Guidance §75.308](#). The following all require budget modifications approved by FVPSA: (a) Variances of 25% or more for grants *under* \$250,000; (b) Variances of 10% of more for grants *over* \$250,000; and (c) Variances of 10% or more for *formula grants* (e.g., Coalitions & Tribes). [Sample budget modification form](#).
- <sup>iii</sup> Sample Hazard Pay Policies: <https://nnedv.org/resources-library/sample-hazard-pay-policy-1/> & <https://nnedv.org/resources-library/sample-hazard-pay-policy-2/>.
- <sup>iv</sup> Employee compensation: [Uniform Administrative Guidance §75.430](#) & fringe benefits: [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75\\_1431](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1431).
- <sup>v</sup> Cost allocation: 45 CFR §75.407 & 45 CFR §75.439: [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75\\_1407](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1407) & [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75\\_1439](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1439)
- <sup>vi</sup> Updated Guidance: Vehicle Purchases with FVPSA CARES Act funds: <https://safehousingpartnerships.org/sites/default/files/2021-08/FVPSA-Email-to-Grantees-on-CARES-Act-Allowance-of-Vehicle-Purchase.pdf> (8/3/21).
- <sup>vii</sup> Equipment & other capital expenditures: [45 CFR § 75.439](#).
- <sup>viii</sup> Cost allocation: 45 CFR §75.407 & 45 CFR §75.439: [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75\\_1407](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1407) & [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75\\_1439](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1439)
- <sup>ix</sup> ACF Tangible Personal Property Guidance at <https://www.acf.hhs.gov/tangible-personal-property>.

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- <sup>x</sup> [Uniform Administrative Requirements, Cost Principles & Audit Requirements for HHS Awards](#) at 45 CFR §75 (particularly sections on [§75.403 Factors affecting allowability of costs](#), [§75.404 Reasonable costs](#), [§75.405 Allocable costs](#)), as well as the [Allowable Uses for CARES Act Funds](#) document from FVPSA.
- <sup>xi</sup> Budget modifications: [Uniform Administrative Guidance §75.308](#). The following all require budget modifications approved by FVPSA: (a) Variances of 25% or more for grants *under* \$250,000; (b) Variances of 10% of more for grants *over* \$250,000; and (c) Variances of 10% or more for *formula grants* (e.g., Coalitions & Tribes). [Sample budget modification form](#).
- <sup>xii</sup> "Personnel" refers to costs of employee salaries & wages.
- <sup>xiii</sup> Livable Wage Calculator: <https://livingwage.mit.edu/>.
- <sup>xiv</sup> Sample Hazard Pay Policies: <https://nnedv.org/resources-library/sample-hazard-pay-policy-1/> & <https://nnedv.org/resources-library/sample-hazard-pay-policy-2/>.
- <sup>xv</sup> "Fringe Benefits" entails costs of employee fringe benefits (*unless treated as part of an approved indirect cost rate*).
- <sup>xvi</sup> "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than 1 year per unit & an acquisition cost that equals or exceeds the lesser of: (a) The capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (*note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight & installation, shall be included in or excluded from acquisition cost in accordance with the grantee's regular written accounting practices.*)
- <sup>xvii</sup> "Supplies" refers to costs of tangible personal property other than those categorized as Equipment. This includes office & other consumable supplies with a per-unit cost of less than \$5,000.
- <sup>xviii</sup> "Contractual" expenses includes costs of contracts for services & goods, except for those that belong under other categories (e.g., equipment, supplies, etc.). This includes contracts with secondary recipient organizations & specific projects/businesses to be financed by the grantee. This area is not for individual consultants (those should fall under Other).
- <sup>xix</sup> "Other" entails expenses related to consultant costs; local travel; insurance; food (when allowable); medical & dental costs (non-contractual); professional services costs (including audit charges); space & equipment rentals; printing & publication; computer use; training costs (such as tuition & stipends); staff development costs; administrative costs.
- <sup>xx</sup> When tenancy ends, deposits must be returned to the Program (not direct cash to survivor).