



FINANCIAL REPORTING GUIDE FOR DHS ADMINISTERED FUNDING FOR DOMESTIC AND SEXUAL VIOLENCE SERVICES

The Department of Human Services administers funding for domestic violence services and for sexual assault services. Both types of funding are combined into one grant agreement. Please refer to your grant agreement for more information and program requirements.

I. Domestic Violence Funding

A. Revenue Sources

There are three sources of revenue for domestic violence services:

- A surcharge on marriage licenses and domestic partnership registrations (MLT);
- An allocation from the Criminal Fine Assessment Account (CFAA/DV); and
- Federal Family Violence Prevention and Services Act (FVPSA).

The MLT is collected by Oregon counties on every marriage license and domestic partnership issued. The counties then send the funds to DHS.

The CFAA funds are Court fines and fees in Oregon collected from individuals convicted of criminal offenses, violations and non-parking offenses. In addition to DHS's Domestic Violence Fund and Sexual Assault Victims Fund, other recipients of CFAA funding include Victims' Assistance and Compensation programs and the Child Abuse Multidisciplinary Intervention program at Dept. of Justice Crime Victims' Assistance Division, the Dept. of Public Safety Standards and Training, and the State General Fund.

The FVPSA funds are federal funding through the U.S. Department of Health and Human Services.

All of these funds are to be used to support your agency's domestic violence program and/or services. Please refer to your Grant Agreement for a list of the services and activities covered through the Grant Agreement and Grant requirements.

B. Funding Requirements and Limitations

1. Common Requirements

The Domestic Violence funding is program-based, not project-based. This means your Grant Agreement requires you to provide the full-range of services, but gives you flexibility in how you use the funding. You do not submit a budget in advance. You may move the money to different staff positions or items during the Grant period as specified in Section 1. of the Grant Agreement, without prior approval, only to provide Services in accordance with Exhibit A, Part 1 of the Grant Agreement.

2. Marriage License & Domestic Partnership Surcharges

MLT funds are considered general operating funds for your domestic violence programs to support the provision of services. They may be used for administrative costs and/or direct services. In addition, MLT funds may be carried forward into an agency reserve fund.

3. Criminal Fine Assessment Account/Domestic Violence

CFAA/DV funds are restricted to be used primarily for domestic violence “direct services” with no more than 5% used for administrative costs. Direct services costs are those directly related to the provision of services including but not limited to:

- Salaries, benefits and taxes for direct service personnel;
- Salaries, benefits and taxes for volunteer coordinators;
- Occupancy for direct service space (shelter, office);
- Shelter costs including utilities, supplies, motel vouchers;
- Telephone costs for crisis lines, pagers, cell phones, answering services;
- Transportation costs for transporting clients, gas and bus vouchers;
- Staff transportation costs to carry-out job responsibilities including travel to meetings and trainings;
- Child care costs for support groups and other program activities;
- Client assistance through provision of food or food vouchers, clothing vouchers, household items but not including direct cash assistance;

- Program supplies including toys for children’s groups, books, videos, support group supplies, office supplies for direct services;
- Copying and printing costs for program activities and information for survivors;
- Training costs for direct service staff and volunteers; and
- Equipment not exceeding \$5,000 necessary to provide direct services.

Costs may be pro-rated between direct services and administration. Examples of costs that may be pro-rated include a staff position that provides both direct services to survivors and program administration, occupancy for an office with both direct service and administrative staff, and business phone line costs if service related calls are received on that line.

If there are other items not listed you believe are direct service related, contact the Domestic and Sexual Violence Fund Program Coordinator, also referred to as the Grant Administrator.

CFAA/DV funds are to be spent within the Grant period as specified in Section 1 of the Grant Agreement.

4. Family Violence Prevention and Services Act

FVPSA funds are to be used for shelter and related assistance activities. Shelter is defined in the Federal Register as “the provision of temporary refuge and related assistance to victims of family violence and their dependents.” Oregon DHS includes the use of motels under emergency shelter.

Related assistance activities are services listed in the Grant Agreement, including peer support, information and referral, advocacy, transportation, and community education. Direct services costs are the same as those listed above under CFAA/DV.

For the period of time as specified in Section 1. of the Grant Agreement, FVPSA funding must be expended within the Federal fiscal year of October through September 30, and FVSPA funds may not be carried forward.

C. Reporting Requirements

1. Year End Revenue and Expenditures Report

There is an annual year end report covering the State fiscal year of July through June for your domestic and sexual services. The year end report covers all revenue and expenditures related to domestic violence and sexual assault programs. DHS will send report forms and instructions by August of each year. Completed annual report forms are due to DHS, by no later than September 30. Extensions may be granted.

2. Quarterly Financial Reports

Financial reports for the CFAA/DV and the FVPSA funds are required quarterly. **There are no quarterly reports required for the MLT funds.**

Forms are available in Excel and Word, but Excel is preferred. Report Forms can be obtained by contacting the DHS Program Coordinator or her program assistant.

a. Basic Instructions for Both Quarterly Reports:

- (1) Both funds require matching funds. Match may be other sources of revenue and in-kind donations.
- (2) Volunteer hourly rates for in-kind match are calculated at the entry level rate for salary and benefits at which you would pay a staff person to do that service.
- (3) Donated professional services are counted at their professional rate. For example, a therapist who normally charges \$100 an hour and donates 10 hours of therapy a month makes an in-kind donation of \$1,000.
- (4) Report forms are due by the end of the month following the quarter (the July through September quarterly report is due Oct 31, the October through December quarterly report is due January 31, etc.) Extensions may be granted.
- (5) Report forms may be mailed or emailed to the DHS Domestic and Sexual Violence Fund Program Assistant.
- (6) Report only on the grant amount and match. Do not include other funding or expenses.

- (7) Under revenue, in the “Contracted Amount”, list the amount for the quarter (3 times your monthly amount.) Include any one-time payment in your grant in the quarter in which it is billed.
- (8) Under “Amount Received”, list the total grant payment you received that quarter. Normally it will be the same as your contracted amount.
- (9) List your match amount and its source. Do not include more match than you need.
- (10) The total is the amount received and match.
- (11) Under expenditures, put the amount spent in each applicable category.
- (12) Include expenditures for both the grant funds and the matching funds.
- (13) List any staff positions paid by grant funds. If there isn’t room, they can be listed on another part of the form.
- (14) Please fit your expenditures into one of the categories. List the type of expenditures you include under “Other.”

b. CFAA/DV Specific Requirements

- (1) CFAA/DV is on the State Fiscal Year of July through June. The first quarter is July through September.
- (2) There is a 25% match requirement.

c. FVPSA Specific Requirements

- (1) FVPSA funding is on a Federal Fiscal Year of October through September. The first quarter is October through December.
- (2) There is a 20% match requirement for existing programs; new programs are required to provide 35% match.
- (3) Other Federal funds may not be used to match Federal FVPSA funds.
- (4) With the 4th quarter report (July through September), complete the annual narrative included in the FVPSA quarterly report Excel Spreadsheet. The narrative questions can be pasted into a Word document if that is easier to fill out. They include questions on activities completed with FVPSA funds, the unduplicated number of volunteers and a case example. Case examples are not required to be submitted with other quarterlies.

3. **Statistical Reporting**
Monthly statistics counting people served and services provided are submitted to DHS. Statistics are counted for the entire domestic violence and sexual assault services program, regardless of the funding source used to provide the service.

II. Sexual Assault Program

A. Revenue Sources

There is only one source of revenue for sexual assault services, an allocation from the CFAA/SA.

These funds are to be used to support your agency's sexual assault program and/or services. Please refer to Exhibit A, Part 2 of your Grant Agreement for a list of the services and activities covered through the Grant Agreement and Grant requirements.

B. Funding Requirements and Limitations

The CFAA/SA funding is program-based, not project-based. This means your Grant Agreement requires you to provide the full-range of services, but gives you flexibility in how you use the funding. You do not submit a budget in advance. You may move the funds to different staff positions or items during the grant period as specified in Section 1. of the Grant Agreement without prior approval, Only to provide Services in accordance with Exhibit A, Parts 1 and 2 of the Grant Agreement. Funds may be used for administration and direct services.

C. Reporting Requirements

1. Year End Revenue and Expenditure Report

There is an annual year end report covering the State fiscal year of July through June on your domestic and sexual services programs. DHS will send a copy of the report forms and instructions to all programs by August of each year. Completed annual report forms are due to DHS, by no later than September 30. Extensions may be granted. This is the same report as described in Section I., Subsection C., Paragraph 1. above under Domestic Violence Funding. It covers both domestic violence and sexual assault services.

2. Quarterly Financial Reports

Financial reports for the CFAA/SA funds are due Quarterly. Report forms are available in Excel and Word, but Excel is preferred. Report Forms can be obtained by contacting the DHS Domestic and Sexual Violence Fund Program Coordinator or her program assistant.

a. Instructions for Quarterly Reports:

- (1) The CFAA/SA funds do not require matching funds.
- (2) Report forms are due by the end of the month following the quarter (the July through September quarterly report is due Oct 31, the October through December quarterly report is due January 31, etc.) Extensions may be granted.
- (3) Report forms may be mailed or emailed Domestic and Sexual Violence Fund Program assistant
- (4) Report only on the grant amount. Do not include other funding or expenses.
- (5) Under revenue, in the “Contracted Amount”, list the amount for the quarter (3 times your monthly amount.) Include any one-time payment in your grant in the quarter in which it is billed.
- (6) Under “Amount Received”, list the total grant payment you received that quarter. Normally it will be the same as your contracted amount..
- (7) Under expenditures, put the amount spent in each applicable category.
- (8) List any staff positions paid by grant funds. If there isn’t room, they can be listed on another part of the report form.
- (9) Please fit your expenditures into one of the categories. List the type of expenditures you include under “Other.”
- (10) Please briefly describe how the funds are used.

3. Statistical Reporting

Monthly statistics counting people served and services provided are submitted to DHS. There is only one form for both domestic violence and sexual assault. Statistics are counted for the entire domestic violence and sexual assault services program, regardless of the funding source used to provide the service.

SAMPLE CFAA/DV FINANCIAL QUARTERLY

CRIMINAL FINE ASSESSMENT ACCOUNT (CFAA)/Domestic Violence
 SECOND QUARTER
 OCTOBER THROUGH DECEMBER
 AGENCY : **DV/SA AGENCY**

REVENUE	THIS QUARTER	YEAR TO DATE (July -June)
Contract Amount	6000	12,000
Amount Received	6000	12,000
Match (25%; list source): vol hrs	1500	3000
TOTAL REVENUE	7500	15,000
EXPENDITURES		
Personnel		
a.) Paid positions (list TYPE & FTE):		
court advocate	6000	12,000
b.) in-kind/volunteer (# hrs * rate):		
15 hrs @ \$10 an hour	1500	3000
Telephone		
Specific Assistance to Individuals		
Transportation		
Occupancy		
SubContracts (list)		
Other		
TOTAL EXPENDITURES	7500	15,000

SAMPLE FVPSA QUARTERLY FINANCIAL REPORT

FEDERAL FAMILY VIOLENCE PREVENTION & SERVICES ACT
 FIRST QUARTER FINANCIAL REPORT
 OCTOBER THROUGH DECEMBER
 AGENCY **DV/SA AGENCY**

**ALL FVPSA FUNDS MUST BE
 EXPENDED BY SEPT 30TH**

		THIS QUARTER	YEAR TO DATE (Oct-Sept)
REVENUE			
1	Contracted Amount	6000	6000
2	Amount Received	6000	6000
3	20% Match : list source. If volunteers hours, include # of hours and rate per hour: United Way	1200	1200
4	TOTAL REVENUE	7200	7200

		THIS QUARTER	YEAR TO DATE
EXPENDITURES			
1	Personnel Costs		
	a.)paid positions: shelter adv	2200	2200
	b.) in kind/volunteer hours (# hrs/rate)		0
2	Telephone Costs	2000	2000
3	Assistance to Individuals	1000	1000
4	Transportation	1000	1000
5	Sub-Contracts: please list:		0
6	Occupancy for direct services	1000	1000
7	Other (please list)		0
	TOTAL EXPENDITURES	7200	7200

**LIST THE PERCENTAGE OF EXPENDITURES THAT ARE PRIMARILY FOR
 SHELTER BASED SERVICES OR NON-SHELTER BASED SERVICES**

Shelter Based	Non-Shelter Based
100%	

SAMPLE CFAA/SA QUARTERLY FINANCIAL

CRIMINAL FINE ASSESSMENT ACCOUNT (CFAA)/SEXUAL ASSAULT
 SECOND QUARTER
 OCTOBER THROUGH DECEMBER
 AGENCY

	THIS QUARTER	YEAR TO DATE (July to June)
REVENUE		
Contract Amount	3000	6000
Amount Received	3000	6000
TOTAL REVENUE	3000	6000
 EXPENDITURES		
Personnel (please list type of position & FTE): 0.3 SA advocate	1500	1500
Telephone	1500	1500
Specific Assistance to Individuals		
Transportation		
Occupancy		
SubContracts (list)		
 Other		
TOTAL EXPENDITURES	3000	3000

Briefly describe how you use these funds:
 The funds pay for 0.3 FTE of our SA advocate and pro-rated costs for the crisis line and cell phones