

APPENDIX III

Virginia Department of Social Services

Program Guide for Allowability of Costs

	Budget Line Item	Allowable? Yes = Y, No = N, Restrictions on use = R
1	PERSONNEL	
	Direct Service Staff	Y
	Direct Service Supervisor	Y
	Administrative & Support Staff	N
	Prevention Service Staff	Y
	Community Collaboration Service Staff	Y
	Fundraiser/fund development	N
	Board/Advisory Council members	N
	Stipends/Honorariums	N
	Bonuses	N
2	PAYROLL TAXES & BENEFITS	
	For Personnel as allowed above	Y
	Deferred compensation match	N
	Severance for direct service staff	Y
3	BUILDING	
	Rent/Mortgage	
	Office rent (prorated-only for the % that is used for the provision of domestic violence services)	R
	Shelter Rent	Y
	Mortgage payments	N
	Utilities	
	Gas, electric, water & sewer (prorated-only for the % that is used for the provision of domestic violence services)	R
	Security Systems	Y
	Insurance	
	Building liability	N
	Personal property	N
	Maintenance and Repairs	
	Building modifications	N
	Building improvements	N
	Garbage collection (Shelter Only)	R
	Cleaning service (Shelter Only)	R
	Building repairs	Y
	Household Supplies	
	Cooking utensils/dishware	Y

	Bedding and linens	Y
	Cleaning supplies	Y
	Paper products	Y
	First Aid kit and supplies	Y
4	OFFICE AND PROGRAM EXPENSES	
	Printing	
	Administrative policies and paperwork (incl. Annual Report)	Y
	Protocols, working agreements	Y
	Needs Assessments/surveys/studies	Y
	Brochures, program literature	Y
	Public presentations materials	Y
	General public awareness on issues	Y
	Community education of non-victims	Y
	Postage	
	Administration related correspondence	Y
	Program and educational materials	Y
	Client correspondence	Y
	Communications	
	Phone leases & maintenance fees	Y
	Billing (local long distance, and toll-free)	Y
	Voice mail, call waiting	Y
	Cable or satellite dish	Y
	Internet service	Y
	Program Supplies and Costs	
	Victim food and meals	Y
	Victims support group food	Y
	Staff meeting snacks	N
	Board meeting foods	N
	Support group supplies	Y
	Children's activity supplies	Y
	Shelter based family support activities	Y
	Client emergency basic need items	Y
	Client medical costs	N
	Client cash assistance	N
	Gift Cards (<i>While transportation and food is allowable, VDSS funds cannot be used to purchase gifts cards for transportation or food.</i>)	N
	Resource materials, books, videos	Y
	Computer software (separate purchase)	R
	Subscriptions to newspapers, magazines	Y
	Software development	N
	Publicity/Advertising	
	Recruitment of staff (grant funded only)	Y
	Recruitment of volunteers	Y
	Public information and event notices	Y
	Purchase of promotional items (agency logo pens, cups, water bottles, lanyards, bracelets, etc.)	N
	Web page development	Y
	Office Supplies	

	Paper, pens, folders, toner, etc.	Y
	Business computer software	R
	Insurance	
	Malpractice (professional liability)	Y
	Auto insurance	N
	Equipment maintenance/repair/lease	
	Shelter program equipment	Y
5	EQUIPMENT Purchases	
	Shelter program equipment (washer, dryer, freezer, refrigerator, stove)	Y
	Phone Systems (purchase)	Y
	Cell phones	Y
	Shredders	Y
	Copiers	Y
	Computers (Only for grant-funded staff @ their % on grant.)	R
	LCD projectors	Y
	DVD players	Y
	Television	Y
	TTY/TDD machines & Braille equipment	Y
	Filing cabinets (Only for grant-funded staff @ their % on grant.)	R
	Desks and Chairs (Only for grant-funded staff @ their % on grant.)	R
	Client use sofas, chairs, tables, etc.	Y
	Playground equipment	Y
	Lighting	Y
	Security equipment	Y
	Vehicle	N
6	CONTRACT SERVICES / CONSULTANTS	
	Interpreters	Y
	Mental health providers	Y
	In-service trainer for direct service staff development	Y
	In-service trainer for administration or board service	N
	Bookkeeping/Financial/Auditing – pro-rated	R
	Legal services for program	N
	Animal care for sheltered victims	Y
	Hotel/Motel safe housing	Y
	VA Family Violence and Sexual Assault Hotline	Y
7	TRAVEL , TRANSPORTATION & TRAINING	
	Travel and Transportation	
	Direct service work mileage and lodging	Y
	Administration mileage and lodging	R
	Transportation for client safety	Y
	Bus tickets, tokens, taxi (victim transportation)	Y
	Board/Advisory Council business	Y
	Laundry, entertainment, alcohol	N
	Direct service work meals	Y
	Victim relocation expenses	Y
	Rental of necessary vehicles	Y
	Vehicle maintenance/repairs	N
	Training (includes travel, meals, lodging, mileage, registration)	

	For direct service staff and volunteers	Y
	Direct service training provided to other agencies	Y
	DV client participation in conferences	Y
	Conference Planning	R
	Purchase of books, manuals, DVDs (direct service)	Y
	Web-based training	Y
	Food provided at training	N
8	Other	
	Indirect Costs	Y
	Memberships to professional organizations	Y
	Program relocation expenses (DSS prorated portion of this expense)	R