Non-Profit Allowable Victim Assistance
Fines, Fees, and Assessment Fund Assessment Fund
Lease Process and Procedures

If a non-profit wish to use a portion of donated Victim Assistance Fines, Fees, and Assessment Funds towards the lease of a building, the following lease process and procedures must be adhered to and the non-profit must always contact SOVA initially for review.

1. The non-profit **MUST provide direct service to crime victims**

2. The non-profit **MUST adhere to all donation guidelines** as outlined on the SOVA Donation Form (located at www.sova.sc.gov under the auditing tab)

3. The non-profit **will be allowed 150 square feet per person** providing direct services

4. The non-profit will **be allowed to pay lease for those personnel only that provide direct service to crime victims**. *(The non-profit MUST forward a copy of all job descriptions to SOVA for review and accountability purposes)*

5. If all personnel within the leased building provide direct service to crime victims 100% of the time, **the lease MAY be paid at 100%** *(The non-profit MUST forward a copy of all job descriptions to SOVA for review and accountability purposes)*

6. If the donated funds are received and used for a lease agreement, **the non-profit MUST forward a copy of the lease agreement** and ensure it outlines (1) the total amount of rent and (2) square footage for the portion of building used by the non-profit agency

7. The non-profit **MUST contact SOVA prior to utilizing Victim Assistance Fines, Fees, and Assessment funds annually if used for lease**

Allowable Direct Service Square Footage (sq. ft.) Calculation:

150 sq ft per provider × __**4**__ *(# of direct service providers)* = ____**600**____ Allowable *Sq. Ft.*

Allowable Lease Percentage Calculation:

Allowable Sq. Ft ÷ *Total Leasing Sq. Ft.* = *Total Allowable Lease %*

__**600**__ ÷ __**1100**__ = __**.54**__ / __**54**__%

Total Amount of Lease × *Total Allowable Lease %* = *Total Allowable Lease ($)*

$__**2,500.00**__ × __**54**__% = $__**1,350.00**__

CONTACT SOVA TO DISCUSS ALL LEASE PROCESS AND PROCEDURES