



Louisiana Commission on Law Enforcement and
Administration of Criminal Justice
Victim Services Advisory Board
Federal Formula Grant Program Guidelines

I. Primary Purpose

A. Victims of Crime Act Program (VOCA)

The primary purpose of the Crime Victims Assistance Formula Grant Program (VOCA) (supported by the Office for Victims of Crime (OVC), authorized under the Victims of Crime Act of 1984, Public Law 98-473) is to support the provision of the services to victims of crime through the Nation. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. A crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. VOCA requires programs to provide direct services to victims of crime. Priority is given to victims of sexual assault, domestic abuse, child abuse, and previously underserved.

B. Stop Violence Against Women Program (STOP)

The primary purpose of the Violence Against Women Formula Grant Program (STOP), is supported by the Office on Violence Against Women (OVW) and authorized under Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968, first enacted in the Violence Against Women Act of 1994 (VAWA) and then reauthorized in 2000, 2005, and 2013 (Violence Against Women Reauthorization Act of 2013 [VAWA 2015]). The intent of STOP is the reduction of violence by developing and strengthening effective law enforcement and prosecution strategies to combat crimes against women. Priority shall be given to women who are victims of domestic violence, dating violence, sexual assault, and stalking. This program applies only to crimes against women ages 11 and older.

C. Sexual Assault Services Program (SASP)

The primary purpose of the OVW Sexual Assault Services Formula Grant Program (SASP), created by the Office on Violence Against Women (OVW) and the Department of Justice Reauthorization Act of 2005 and 2013 (Violence Against Women Reauthorization Act of 2013 [VAWA 2015]), is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to adults, youth, and child victims of sexual assault; family and household members of such victims; and those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization. Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources directed at addressing sexual assault on the state level.

II. Distribution of Funds

A. Victims of Crime Act Program (VOCA)

Federal fiscal year's grant award must be allocated, without duplication, to each of the following areas:

- | | |
|---------------------------------------|------------------------------|
| 1. Sexual Assault | Minimum of ten percent (10%) |
| 2. Domestic Violence | Minimum of ten percent (10%) |
| 3. Child Abuse | Minimum of ten percent (10%) |
| 4. Previously Underserved Populations | Minimum of ten percent (10%) |

The Law Enforcement Planning Councils, Law Enforcement Planning Districts, and Office of Criminal Justice Coordination Council must ensure that their allocations meet the above minimum percentages.

B. Stop Violence Against Women Program (STOP)

Federal fiscal year's grant award must be allocated, without duplication, to each of the following areas:

- | | |
|--------------------|--------------------------------------|
| 1. Law Enforcement | Minimum of twenty-five percent (25%) |
| 2. Prosecution | Minimum of twenty-five percent (25%) |

NOTE: The Law Enforcement Planning Councils, Law Enforcement Planning Districts, and Office of Criminal Justice Coordination Council must ensure that their allocations meet the above minimum percentages.

- | | |
|--------------------|---------------------------------|
| 3. Victim Services | Minimum of thirty percent (30%) |
|--------------------|---------------------------------|

NOTE: Ten percent (10%) of the Victim Services allocation must be allocated to culturally specific community-based organizations

- | | |
|---------------------------|----------------------------------|
| 4. State and Local Court | Minimum of five percent (5%) |
| 5. Discretionary Projects | Minimum of fifteen percent (15%) |

NOTE: Minimum percentages above are determined by the LCLE Executive Director, within the STOP guidelines.

C. Sexual Assault Services Program (SASP)

Federal fiscal year's grant award must be allocated, without duplication, to support the establishments, maintenance, expansion of rape crisis centers and other non-governmental or tribal programs and projects to assist those victimized by sexual assault, without regard to the age of the individual.

- 24-hour hotline services providing crises intervention services and referrals;
- Accompaniment and advocacy through medical, criminal justice, and social support system, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual, and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and non-offending family or household members;
- Information and referral to assist the sexual assault victim and non-offending family or household members;
- Community-based, culturally specific services and support mechanism, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

III. Eligible Programs

A. Victims of Crime Act Program (VOCA)

1. Public, Non-profit, or combination of such organizations.
 - Must provide services to crime victims.
 - Including:
 - Sexual Assault and Rape Treatment Centers
 - Domestic Violence Programs and Shelters
 - Child Abuse Programs
 - Centers for Missing Children
 - Mental Health Services
 - Other community based victim coalitions and support organizations including those who serve survivors of homicide victims
2. Criminal Justice Agencies
 - Law Enforcement Organizations
 - Prosecutors' Office
 - Courts
 - Corrections Department
 - Probation and Paroling Authorities

These agencies must provide advocacy and services to assist crime victims in participating in the criminal justice process, such as accompaniment and transportation to criminal justice proceedings, notification dates or proceedings, dispositions and related case developments and assistance with preparing of victim impact statements.

3. Religiously-Affiliated Organizations
 - Services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
4. State Crime Victim Compensation Agencies
 - Offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claim investigation, distribution of information about compensation and referral to other sources of public and private assistance.
 - Can include assisting victims in identifying and accessing needed services and resources.
5. Hospitals and Emergency Medical Facilities
 - Must offer crisis counseling, support groups, and / or other types of victim services.
 - Must be a facilities for the purpose of performing forensic examinations on sexual assault victims if:
 1. the examination meets the standards established by the state, local prosecutor's office, or state-wide sexual assault coalition; and
 2. appropriate crisis counseling and / or other types of victim services are offered to the victim in conjunction with the examination.

6. Others
 - State and Local Public Agencies
 - Mental Health Service Organizations
 - State / Local Public Child and Adult Protective Services
 - State Grantees
 - Legal Service Agencies

- B. Stop Violence Against Women Program (STOP)
 1. State Agencies
 2. Unit of Local Government
 3. Public or Private Non-profit Organizations
 4. Non-governmental Victim Services Organizations
 5. Legal Services Organizations
 6. Indian Tribal Government

Must use the funds for one or more of the twenty (20) authorized STOP purpose areas.

- C. Sexual Assault Services Program (SASP)
 1. Rape Crisis Centers
 2. Non-profit Organizations
 3. Non-governmental Organizations

IV. Prohibited Programs

- A. Victims of Crime Act Program (VOCA)
 1. Federal agencies:
 - United States Attorney's Office
 - FBI Field Offices
 2. In-Patient Treatment Facilities
 - Facilities designed to provide treatment to individual with drug, alcohol, and / or mental health-related conditions.
- B. Stop Violence Against Women Program (STOP)
 1. There are no prohibited programs.
- C. Sexual Assault Services Program (SASP)
 1. Sexual Assault Forensic Examiner Projects
 2. Criminal Justice Activities
 - Law Enforcement
 - Prosecution
 - Courts
 - Forensic Interviews

V. Program Requirements

A. New Applicant Agencies

1. If the new applicant agencies have not yet demonstrated a record of providing services must demonstrate that twenty-five (25%) of their overall financial support is from non-federal sources. This cannot be considered part of the required match.

B. All Agencies are required to provide the following document:

1. IRS Form W-9 (Taxpayer Identification and Certification)
2. IRS Form 501(c)3 (Tax-exempt Status for Non-profit Organizations)
3. Self Service Registration Louisiana Payment (OSRAP)
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
4. DUNS (Data Universal Numbering System) Number Certificate
5. SAM (System for Award Management) (sam.gov) Number and current Expiration Date
6. Louisiana Secretary of State Non-profit Corporation Certificate (Non-profits)
7. All agencies with a private, non-profit, or non-governmental status are required to procure and maintain a surety or dishonesty bond in the amount of the federal funds.
8. No diminished support policy is presently in effect for all programs, but the Board will reserve the right to approve a program at a reduced level. This will take into account other projects requesting funding and the past ability of the agency to appropriately expend its award funds. Funding is contingent of funds availability, proper subgrant management, meeting goals and objectives, and meeting all requirements. The Board may make recommendations to the Commission to reduce funding or discontinue funding to those agencies not meeting these requirements.
9. All projects cannot exceed a 24-month period. Training projects are exempt from this requirement.
10. All agencies must follow the reporting requirements established by LCLE.
11. All agencies will be monitored for each subgrant received. The monitoring will take place from 150 days to 210 days after the subgrant start date.
12. The coalitions (LCADV and LAFASA) will provide monitoring assistance to LCLE as requested.
13. Because of the federal changes of the 2 CFR 200, there may be other information needed. LCLE will inform each agency of additional information.

C. Background and Fingerprint Checks

1. Any staff person working with populations, including victim advocates, volunteers, secretaries, counselors, etc. who come into contact with vulnerable populations, including victims served by your programs must have had an employment-rated criminal background check conducted to ensure their history is clear.
2. The staff in number 1 must comply with the most current version of the Louisiana Child Protection Act, LRS 15:587.1 and Adult Protective Services (APS) Law, LRS 15:1501-1511.

The charge for Background and Fingerprint Checks can be charged to the grant, for personnel and volunteers pertaining to the grant.

D. Supplanting

1. Federal funds must be used to supplement, enhance, or expand existing services for program activities and must not replace those funds that have been appropriated for the same purpose.
2. A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
3. The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
4. If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE Program Manager.

E. Commingling of Funds

1. Accounting systems of all recipients and subrecipients must ensure that agency funds are not commingled with funds from other Federal agencies.
2. Each award must be accounted for separately.
3. Recipients and subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis.
4. Funds specifically budgeted and / or received for one project may not be used to support another.

F. Non-profit and Non-Governmental Agencies

1. Must meet the minimum requirements of the federally funded program to submit an application for funding.
2. Must maintain a profile of the victims served and provide an assessment of the effectiveness of the activities funded.
3. All non-profit, non-governmental agencies, regardless if a member of a coalition or not, is providing direct services to victims must meet the minimum requirements of the federally funded program for which an award is requested in order to submit an application for funding.

VI. Application Review

A. Victims of Crime Act Program (VOCA)

1. Funds are distribute:
 - Funds are distributed on a formula basis to each of the states eight Law Enforcement Planning Councils, Law Enforcement Planning Districts, and Criminal Justice Coordination.
 - State-level projects are distributed under supervision of the LCLE VOCA Administrator and approved by the Executive Director of LCLE.
2. Each district must advertise the availability of funds.
 - The advertisement of available funds must be placed in the district's official newspaper(s) of all parishes the district funds.
 - If the official newspaper(s) does not cover a parish, an advertisement must be placed in the parish newspaper.
 - The advertisement must be posted at least one time.
 - The advertisement must be placed in the newspaper at least one week prior to the district meeting.
 - Verification of the publication must be included with the district's allocation when submitted to LCLE VOCA Administrator.

The district can charge the advertisement fees to their administrative grant.

B. Stop Violence Against Women Program (STOP)

1. Law Enforcement and Prosecution Agencies
 - Funds are distributed by each of the states eight Law Enforcement Planning Councils, Law Enforcement Planning Districts, and Criminal Justice Coordination.
2. Each district must advertise the availability of funds.
 - The advertisement of available funds must be placed in the district's official newspaper(s) of all parishes the district funds.
 - If the official newspaper(s) does not cover a parish, an advertisement must be placed in the parish newspaper.
 - The advertisement must be posted at least one time.
 - The advertisement must be placed in the newspaper at least one week prior to the district meeting.
 - Verification of the publication must be included with the district's allocation when submitted to LCLE STOP Administrator.
 - The district can charge the advertisement fees to their administrative grant.
3. Non-Profit Agencies
 - Funds distributed through the two state coalitions, LCADV and LAFASA, are supervised by the LCLE STOP Administrator and approved by the Executive Director of LCLE.
4. Local Courts, Discretionary, and Culturally-Specific Agencies
 - Funds are distributed under supervision of the LCLE STOP Administrator and approved by the Executive Director of LCLE.

C. Sexual Assault Services Program (SASP)

1. Funds are distributed by the LAFASA to rape crisis centers, non-profit, non-governmental organizational, such as dual programs addressing sexual assault.
2. All distribution of funds is under supervision of the LCLE SASP Administrator and approved by the Executive Director of LCLE.

VII. Match Requirements

A. Victims of Crime Act Program (VOCA)

1. Require a twenty percent (20%) match.
2. Match must be provided from resources other than Federal Funds.
3. Native American tribes are required a five percent (5%) match.
4. Match can be in the form of:
 - Cash
 - In-Kind Services
 - Or combination of both
5. Volunteers
 - Can be used as in-kind match
 - Duties must be directly related to the focus of the program
 - Value of volunteer hours - limited to \$15 an hour
 - Professionals (licensed or certified therapist, attorneys, doctors, or law enforcement officers) can be valued as a donation of time.

- The rate should be consistent with their usual and customary charges for the services.
 - Value of professional hours - limited to \$100 per hour, as long as the service is allowed by Federal regulations
 - 6. Documentation must be kept on file concerning match requirements.
- B. Stop Violence Against Women Program (STOP)
 1. Law Enforcement, Prosecution Agencies, and other Criminal Justice Agencies
 - Require a twenty-five percent (25%) match.
 - Match must be provided from resources other than Federal Funds.
 - Match can be in the form of:
 - Cash
 - In-kind Services
 - Or combination of both
 - Volunteers can be used as:
 - In-kind Match
 - Duties must be directly related to the focus of the program.
 - Value of volunteer hours - limited to \$15 an hour
 - Professionals (licensed or certified therapist, attorneys, doctors, or law enforcement officers) can be valued as donation of time. The rate should be consistent with their professional hours - limited to \$100 per hour, as long as the service is allowed by Federal regulations.
 2. Documentation must be kept on file concerning match requirements.
 3. Non-Profit Agencies and Tribes and / or Territories
 - No match is required
 - Must have IRS 501(c)(3) status (unless they are tribal governmental organizations or governmental rape crisis centers not in territories).
- C. Sexual Assault Services Program (SASP)
 1. No match is required.

VIII. Application Budget

- A. Personnel
 1. Salary rates are to be comparable with similar jobs in region and these costs should be directly related to providing direct services of staff salaries.
 2. Job description for each position listed must be included in the application.
 - a. The job description must include:
 - Description of work expected to be performed
 - Level of education required
 - Work experience required for hire
 - Salary range

3. Resume for each position listed in the application, must be included in the application.
 - a. The resume must include:
 - Education
 - Work Experience
4. Qualifications must be met by the job description and resume for each position listed in the application.
5. Formula for personnel that must be entered in the application:

Full-time Personnel							
FT;	_____ %	\$ _____	x	# _____	x	_____ %	
	Percentage of time worked on this grant	Amount per pay period		Number of pay period		Percentage of personnel costs paid by this grant	
Part-Time Personnel							
PT	\$ _____	x	# _____	x	# _____		
	Hourly rate		Hours per week		Number of weeks		
Over-Time Personnel / Pool of Officers							
OT	\$ _____	x	# _____	x	# _____	x	# _____
	Average hourly rate (range: \$XX - \$XX)		Hours per week		Number of weeks		Anticipated number of personnel
<i>Time and attendance records are to be maintained on all grant personnel. Must maintain time and effort certificates.</i>							

6. Pay Increases
 - a. Retroactive pay increases are UNALLOWABLE.
 - b. Each agency should have written policies to provide pay raises or merit increases to all personnel.
 - c. Pay raises or merit increase should be budgeted in the application.
 - d. Once the application has been awarded, agencies cannot request pay raises or merit increases.
 - e. Dual compensation is not permitted.
7. Administrative Costs
 - a. Supervision of direct providers is allowable, but not to exceed ten percent (10%) of the supervisor's salary. Documentation must be provided to show that such supervision is necessary and essential to providing direct services to victims of crime.
8. Other Support Staff
 - a. Any other staff, other than Advocates and Supervisor, can be added to the grant at the percentage the staff works on the grant.

B. Volunteers

1. Victims of Crime Act Program (VOCA)
 - Must utilize volunteers
 - If the agency is unable to utilize volunteers, a waiver request can be submitted in the application.
2. Volunteer documentation that must be kept:
 - Name
 - Hours Worked
 - Date of Hours
 - Sign-In and Sign-Out
 - Services Provided

3. Stop Violence Against Women Program (STOP)
 - Does not require the utilization of volunteer; however, the use of volunteers is allowable.
4. Sexual Assault Services Program (SASP)
 - Does not require the utilization of volunteer; however, the use of volunteers is allowable.

C. Employee Benefits

1. Employee Benefits are only applied to personnel listed on the grant.
2. Refer to Federal Registers, OJP Financial Guidelines, OVW Grants Financial Management Division Guidelines, OMB Circulars, and LCLE policies for the types of fringe benefits allowable.
3. Only one Retirement is eligible - Social Security (FICA) or one bona fide retirement plan.
4. Employee Benefits are not to exceed thirty percent (30%) of the total salary of the project.
5. If Employee Benefits are not budgeted and salaries are budgeted in application, employee benefits should be support by local funds. Documentation of this should be entered in the application.

Formula for Employee Benefits that must be entered in the application:		
\$ _____	x	_____ %
		MC, WC, GI, RT, FICA, FUTA
Grant salaries for all personnel listed in the application	Percentage of how much the Employee Benefits is paid by this grant. <i>Maximum of 30%</i>	List of Employee Benefits being paid by this grant.
Acronyms for Employee Benefits:		
Medicare		MC
Group Insurance		GI
Workers Compensation		WC
Retirement		RT
FICA		FICA
Unemployment		FUTA and / or SUTA

D. Travel

1. Each agency should establish a travel policy.
 - If the agency does not have a travel policy, the agency should use the Louisiana State Travel Regulations.
 - For agencies with travel policies, subgrant funded reimbursements cannot exceed Louisiana State Travel Regulations.
 - Stricter policy prevails.
2. For all travel and training allowable refer to Federal Registers, OJP Financial Guidelines, OVW Grants Financial Management Division Guidelines, OMB Circulars, and LCLE policies.
3. Statewide Travel and Out-of-State Travel
 - Can be reimbursed at a 100%
 - Must be a reasonable cost
 - Must follow the Louisiana State Travel Regulations
 - If a conference / seminar:
 - Brochure / Flyer must be sent to LCLE Program Staff and approved before attending the conference / seminar.
 - The items below must be kept for audit review.

- Must fill out Travel Expense Account Form BA12 (03/97) (www.doa.louisiana.gov/osp/travel/forms/travelexpense.doc)
- Retain copies of:
 - Hotel Bill Receipt
 - Flight Ticket / Boarding Pass
 - Shuttle Receipt
 - Taxi Receipt

E. Equipment

1. Equipment, regardless of cost, has a life expectancy of two or more years and is not consumable.
2. Procurement
 - Competitive procurement must be utilized
 - Must obtain three bids or quotes in writing for each item
3. Sole Source
(Procurement of an item of a specific brand name and / or manufacturer)
 - Sole Source request require the submittal of a Sole Source Justification. This form is located on the LCLE website (www.lcle.la.gov).
 - The Sole Source form must be submitted to LCLE Program Manager.
 - The Sole Source must be recommended by the Victim Services Advisory Board and approved by the Commission Board.
 - Sole Source of over \$150,000 must receive prior approval from OJP or OVW.
4. Furniture
 - Item and cost is to be reviewed in terms of project needs.
 - Furniture may be purchased for each position funded in the grant.
 - Continuation programs may replace grant funded furniture with prior justification and documentation to LCLE of the condition and purchase date.

Furniture is limited to \$7,500 per application
5. Computers
 - Item and cost is to be reviewed in terms of project needs.

Computers is limited to \$25,000 per application
6. Audiovisual
 - Item and cost is to be reviewed in terms of project needs.

Audiovisual is limited to \$20,000 per application
7. Telephones
 - Office telephones can be purchased must be reviewed in terms of the project needs.
 - Cell phones can be purchased, must be reviewed in term of the project needs.
8. Other Equipment
 - Other information will be considered on a case-by-case basis in accordance with Federal Registers, OJP Financial Guidelines, OVW Grants Financial Management Division Guidelines, OMB Circulars, and LCLE policies.
9. Replacement Equipment
 - When acquiring replacement equipment, agency may use the equipment to be replaced as a trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.

10. Records should be maintained for equipment for the retention of the grant period.
11. A inventory report, for equipment purchased, needs to be entered in Egrants.
12. All equipment must be tagged and proper inventory controls established.
13. Equipment Disposition:
 - Sub-grantee must submit, in writing, notification of any disposition of equipment purchased with federal funds. Notification should include the following:
 - Project ID number equipment purchased under
 - Original date of purchase
 - Cost of item
 - Item description (including serial number and inventory tag number)
 - Reason for disposition
14. If the Equipment amount is greater than allocated amount, LCLE will accept a request for a waiver.

F. Supplies and Operating Expenses

1. Supplies

- Supplies are items that are used up, are consumable, or have a life expectancy of less than two years.
- Office supplies must be limited to projects and must show that the supplies are an integral part of the program.
- *Supplies are 4% of the federal grant amount – not to exceed \$10,000*
- Supplies are to be broken down into two categories:
 - Office Supplies and / or Other Supplies
- Refer to the most current Federal Registers, OJP Financial Guidelines, OVW Grants Financial Management Division Guidelines, OMB Circulars, LCLE policies, and applicable application instructions for allowable types of supplies.

2. Formula for Supplies that must be entered in the application:

Office Supplies	
\$ _____	x _____ # _____
Monthly Amount	Number of Months
Other Supplies	
\$ _____	Books, Videos, DVD's
Amount of all other supplies	List all other supplies to be purchased
NOTE: these two categories <u>cannot</u> exceed the 4% or maximum amount.	

3. Operating Expenses

a. Advertising

- Newspaper advertising can be funded, with prior approval.
- Two percent (2%) of the grant or \$500; whichever is less, can be charged to the grant.
- Television, Radio, and Billboard costs are prohibited.

b. Audit Costs

- If any agency expends \$750,000 in Federal Funds, a full audit is required per OMB Circular A-133.

- A pro-rated share to conduct the audit can be charged to each grant.
 - Must show breakdown of the time and percentage the auditor spends on the grant in the audit.
- c. Registration Fees
- Registration fees can be charged to the grant.
 - Brochure / Flyer must be sent to LCLE Program Staff and approved before attending the conference / seminar.
 - Conference / Seminars / Trainings to improve the skills of service providers in meeting the needs of crime victims.
 - Conference / Seminars / Trainings for management who do not provide direct services are NOT eligible.
 - Must obtain the registration form for audit purposes.
- d. Background and Fingerprinting Checks
- Refer to Section V. C. p. 5 for all information

The charge for Background and Fingerprint Checks can be charged to the grant, for personnel and volunteers pertaining to the grant.

e. District Advertising Funds

The district can charge the advertisement fees to their grant.

f. Printing

- Printing can be charged to grant, with prior approval from the Program Manager.
- Must receive the information to be printed, for prior approval of the printed material.
- Must contain, on all printed materials, the information from the Certified Assurance:

Victims of Crime Act Program (VOCA)

PUBLICATION. Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows:

- a. Inclusion of the statement, "The opinions, findings, and conclusions or recommendations expressed in this book, manual, film, video, plan, publication, program, and/or exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE.";
- b. An acknowledgment of support shall be made through use of the following, or comparable, footnote: "This project was supported by Subgrant number ____ awarded by the Louisiana Commission on Law Enforcement through the Office for Victims of Crime, Office of Justice Programs.";
- c. Submittal of a copy of any book, manual, film, video, plan, publication, and/or computer software to LCLE, as well as a publication and distribution plan prior to publishing or distributing any of the aforementioned items developed under this subgrant.

Stop Violence Against Women Program (STOP)

PUBLICATION Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows:

- a. Inclusion of the statement, "*The opinions, findings, and conclusions or recommendations expressed in this book, manual, film, video, plan, publication, program, and/or exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE.*";
- b. An acknowledgment of support shall be made through use of the following, or comparable, footnote: "*This project was supported by Subgrant number ____ awarded by the Louisiana Commission on Law Enforcement through the Office for Victims of Crime, Office of Justice Programs.*";
- c. Submittal of a copy of any book, manual, film, video, plan, publication, and/or computer software to LCLE, as well as a publication and distribution plan prior to publishing or distributing any of the aforementioned items developed under this subgrant.

Sexual Assault Services Program (SASP)

PUBLICATION All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statement:

- a. "This project was supported by Subgrant Number ____ awarded by the Louisiana Commission on Law Enforcement for the SASP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication / program / expedition are those of the author(s) and do not necessarily reflect the views of the State or the U.S. Department of Justice, Office on Violence Against Women."

g. Other Operating Expenses

- Refer to the most current Federal Registers, OJP Financial Guidelines, OVW Grants Financial Management Division Guidelines, OMB Circulars, LCLE policies, and applicable application instructions for allowable types of operating expenses.

G. Trainings

1. Victims of Crime Act Program (VOCA)
 - Funds may not be used solely to support training activity or programs.
2. Stop Violence Against Women Program (STOP)
 - Training is eligible for salaried or volunteer staff.
3. Sexual Assault Services Program (SASP)
 - Funds may not be used to support training that are generalized statewide sexual assault training or training of allied professionals (e.g., law enforcement, social service agencies, or prosecutors) or curriculum development that is not directly linked to the provision of direct sexual assault services

H. Consultants

1. Funds may only be used to support services not provided by the agency.
2. Cannot be used for contracted services which contain administrative overhead or indirect cost.
3. Consult contracts must receive approval from the LCLE Program Manager, prior to the release of funds.
4. The most current LCLE standard contract form must be used, which is available LCLE website. The only exception is when the subgrantee is a state agency and a state approved contract is used.
5. Rate of compensation must be reasonable and consist with similar service and must be in compliance with OMB Cost Principles. Written documentation may be necessary on a case-by-case basis.
6. Contractual agreement is to contain detailed description of work to be performed. This must agree with the brief description found in the application.
7. The maximum consultant rate for all programs is \$650 for an eight hour day or \$81.25 per hour. This rate excludes travel and subsistence cost but includes, preparation, evaluation, and travel time.
8. Rates exceeding the \$650 for an eight hour day or \$81.25 per hour will require approval from LCLE Program Manager.
9. Procurement of contractual services over \$100,000 must receive prior approval from OJP or OVW, depending on the federal source of funding. This request requires the submittal of a “Sole Source Justification Form”, which is available on the LCLE website. This request must be submitted to the LCLE.
10. Procurement of contractual services under \$100,000 must receive prior approval from the Victim Services Advisory Board. The hiring of consultants is subject to competitive procedures, for which each agency must have a procurement policy. Sole Source is needed when the competitive process cannot be implemented when choosing a consultant.

IX. Program Income

- A. Subgrantees earning program income must comply with the current federal and state program income guidelines. Current guidelines are available at the LCLE website, www.lcle.la.gov.

X. General Restrictions

- A. Subgrantees must comply with most current Federal Registers, OJP Financial Guidelines, OVW Grants Financial Management Division Guidelines, OMB Circulars, LCLE policies regarding restricted items.

XI. Construction

- A. Victims of Crime Act Program (VOCA)
 - Construction and renovation costs are unallowable costs; however, minor renovations that make victim services more accessible to persons with disabilities are limited, and must have prior approval from the VOCA Administrator. Refer to the most current OJP Financial Guidelines.
- B. Stop Violence Against Women Program (STOP)
 - Not an allowable cost.
- C. Sexual Assault Services Program (SASP)
 - Not an allowable cost.