

LCLE VICTIM SERVICES ADVISORY BOARD GUIDELINES

PRIMARY PURPOSE

- A) The primary purpose of the Crime Victims Assistance Program (CVA) supported by VOCA, the Victims of Crime Act, is to support the provision of services to victims of crime. VOCA requires programs to provide direct services to victims of crime. Priority shall be given to victims of sexual assault, domestic abuse, and child abuse.
- B) The primary purpose of VAWA, the S.T.O.P. Violence Against Women Program, 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, sexual assault, and stalking. This program applies only to crimes against women.
- C) The State must ensure that the needs of previously Underserved Populations are identified and addressed. Underserved crime victims must be identified by type of crime; however, gaps in available services may be identified by specific demographic profiles, such as those victims defined according to the Department of Justice VAWA and VOCA Federal Registers.

DISTRIBUTION OF FUNDS

- A) VOCA - Crime Victims Assistance Program (CVA). Each Federal fiscal year's grant award must be allocated, without duplication, to each of the following areas:
 - 1) A minimum of ten percent (10%) to Sexual Assault,
 - 2) A minimum of ten percent (10%) to Domestic Abuse,
 - 3) A minimum of ten percent (10%) to Child Abuse, and
 - 4) A minimum of ten percent (10%) to Previously Underserved Populations.
- B) VAWA – S.T.O.P. Violence Against Women Program. Each Federal fiscal year's grant award must be allocated, without duplication, to each of the following areas:
 - 1) A minimum of twenty-five percent (25%) to Law Enforcement,
 - 2) A minimum of twenty-five percent (25%) to Prosecution,
 - 3) A minimum of thirty percent (30%) to Victim Services, of which 10% must go to culturally specific community-based organizations, and
 - 4) A minimum of five percent (5%) to State and Local Courts.

ELIGIBLE PROGRAMS

- A) An eligible VOCA crime victim program must:
 - 1) Be operated by a public agency or non-profit organization; or a combination thereof that provides direct services to crime victims.
 - 2) Promote within the community served coordinated public and private efforts to aid crime victims so that the best interests of the crime victim are served and

interagency communication enhanced. Written cooperative agreements signed by all cooperating agencies would satisfy this requirement. Letters of support from cooperating agencies are required.

- 3) Assist victims in seeking available crime victim compensation benefits.
 - 4) Explain how they will address the issue of encouraging the victims to report to law enforcement.
- B) An eligible VAWA program can be any State agency, office or program, unit of local government, public or private non-profit organization, Indian tribal government, non-profit, nongovernmental victim services program, or legal services program that uses the funds for any of the fourteen (14) authorized VAWA purpose areas.

PROHIBITED PROGRAMS

- A) Federal agencies and in-patient treatment facilities are prohibited through the VOCA Program.
- B) There are no prohibited programs through the VAWA Program.

VOCA AND VAWA PROGRAM REQUIREMENTS

- A) New programs that have not yet demonstrated a record of providing services must demonstrate that 25% of their overall financial support is from non-federal sources. This is not considered part of the required match.
- B) The following documentation must be provided:
 - 1) Federal Tax Identification Number
 - 2) IRS Form W-9 (Request for Taxpayer Identification and Certification)
 - 3) IRS Form 501C3 (Tax-Exempt Status for Non-Profit Organizations)
 - 4) LCLE Request for Vendor Information
- C) All programs, VOCA or VAWA, with private, non-profit status are required to obtain a surety bond in the amount of the Federal funds requested. Those private non-profit programs which have previously received at least one year of funding and have demonstrated good performance, including completing progress reports, fiscal reports, and performance report information on a timely basis, will not be required to obtain a surety or fidelity bond.
- D) No diminished support policy is presently in effect for either program, 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.
- E) Appropriate programs will be required to comply with the most current version of the Louisiana Child Protection Act, LRS:15:587.1.
- F) Both programs are subject to non-supplanting provisions.
 - 1) Funds must be used to supplement, not supplant, non-Federal funds that would otherwise be available for expenditure.
 - 2) Funds must be used to fund new projects, or expand or enhance existing projects.

- 3) Funds cannot be used to supplant or replace existing funds already allocated to funding programs.
- 4) For state and local public agencies, funds may not be used to replace state or local funds that would, in the absence of federal aid, be available or forthcoming for programs to assist victims of crime.
- G) Non-profit agencies serving victims of domestic violence and sexual assault must meet the program standards adopted by the Louisiana Coalition Against Domestic Violence and the Louisiana Foundation Against Sexual Assault. All reporting requirements established by LCLE must be followed.
- H) Programs must maintain a profile of the victims served and provide an assessment of the effectiveness of the activities funded by the grant.

APPLICATION REVIEW

- A) VOCA and VAWA funds will be distributed on a formula basis to each of the state's nine (9) districts.
- B) The local districts must advertise the availability of funds in the official newspaper(s) in the parishes in their districts at least one week prior to the district meetings. Documentation of publication must be sent to LCLE by the districts. The respective coalitions will make notice to eligible programs through their routine methods.
- C) Applications from the district offices must have documentation of approval by the district program director. Applications from the respective coalitions must have documentation of approval by the coalition director.
- D) All applications submitted for funding shall be reviewed by the Victim Services Advisory Board and submitted to the full Commission for approval or disapproval.

MATCH REQUIREMENTS

- A) VOCA-funded programs require a twenty percent (20%) match, cash or in-kind, and must be provided from resources other than Federal funds, with the exception of Native American tribes/organizations. Indian tribes are required to provide a five percent (5%) match, cash or in-kind.
- B) VAWA-funded programs require a twenty-five percent non-Federal match of all subgrantees, except any subgrant made for any tribe, territory, or victim service provider. [The Violence Against Women and Department of Justice Reauthorization Act of 2005, Public Law 109-1652, as amended, specifically, 42 U.S.C. 13925 (b) (1).].
- C) If volunteers are used as in-kind match for either VOCA or VAWA, duties must directly relate to the focus of the program. The value of volunteer hours used as match is limited to \$10.00 an hour. In the case of certain professionals, such as licensed or certified therapists, attorneys, doctors, or law enforcement officers, the value of donated time can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour, as long as the service is allowed by Federal regulation.

- D) Documentation must be kept on file listing name of volunteer, number of hours contributed, dates, and value of volunteer hours.

VOLUNTEERS

- A) Each VOCA program must utilize volunteers in some capacity.
- B) VAWA programs do not require the utilization of volunteers, but volunteer services are allowable.
- C) Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees.
- D) Duties and functions performed by volunteers and the number of volunteer hours per duty/function must be documented to support those estimated in the application and must directly relate to the focus of the program.

PERSONNEL

- A) Salary rates to be comparable with salaries of similar jobs in region served by the project.
- B) The percentage of time personnel devotes to project must be shown.
- C) A job description is to be provided for each position, giving description of work expected to be performed, level of education and work experience required for hire and salary range.
- D) A resume listing qualifications, i.e., education and work experience, is to be provided for each position.
 - 1) Qualifications must meet those established for the particular position and/or comparable to existing positions in funded grants.
 - 2) Qualifications to be at a minimum level to perform duties described and in line with salary rate established.
- E) Retroactive pay increases are unallowable. Agency should have policy to provide for merit raises applicable to both grant and non-grant personnel. Raises should be estimated in budget if possible.
- F) Dual compensation is not permitted.
- G) Time and attendance records are to be maintained on a current basis.
- H) Administrative Costs:
 - 1) Supervision of direct providers is allowable not to exceed ten percent (10%) of the supervisor's salary only to the extent that documentation is provided to show that such supervision is necessary and essential to providing direct services to victims of crime.
 - 2) With justification as to need, pro-rated administrative time to complete VOCA required time and attendance sheets and programmatic documentation, reports, and statistics and administrative time to maintain crime victims' records is allowable not to exceed (10%) of grant funds.

FRINGE BENEFITS

- A) Fringe benefits are applied only to employer's share of benefits for those salaries funded.
- B) Refer to the VAWA and VOCA application instructions for the types of fringe benefits allowable.
- C) Only Social Security (F.I.C.A.) or one bona fide retirement plan is eligible.
- D) Fringe benefits are not to exceed thirty percent (30%) of the total salary.
- E) In the absence of fringe benefits budgeted when grant personnel are shown, these benefits are to be supported with local funds. Documentation to this effect must be included in the Budget Narrative portion of the application.

TRAVEL

- A) The agency should have an established travel policy. In the absence of such a policy, all travel expenditures will be based on State Travel regulations. For agencies with travel policies, grant funded reimbursements cannot exceed state travel regulations. The stricter policy prevails.
- B) For travel and training allowable costs, refer to the VAWA and VOCA application instructions.

Approved statewide travel will be reimbursed at 100% of costs.

Approved out of state travel will be reimbursed at 50% of costs.

EQUIPMENT

- A) Distinguish between equipment and supplies. An equipment item is any item, regardless of cost, that has a life expectancy of two or more years and is not consumable.
- B) Competitive procurement must be utilized. The agency must obtain three bids or quotes in writing and maintain such on file.
- C) Sole Source procurement of equipment over \$100,000 must receive prior approval from OJP. Such a request requires the submittal of a Sole Source Justification, which is available from the District Program Director.
- D) Equipment and cost of equipment to be reviewed in terms of project needs and justification.
- E) Office furniture may be purchased for each position funded and is limited to \$3,500. Continuation programs may replace furniture with prior justification and documentation to LCLE of condition and purchase or acquisition date.
- F) Audiovisual equipment is limited to \$3,500 per program unless justification for additional funds is approved.
- G) Telephones purchased shall be limited to standard models unless justification for enhanced models is approved.
- H) Records maintained for equipment to be evidenced by signed and dated invoice. An LCLE Inventory Assurance form must be submitted prior to grant closeout.
- I) All equipment must be tagged and proper inventory controls established.
- J) When acquiring replacement equipment, subgrantees 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, subject to the written approval of the awarding agency.
- K) Other equipment will be considered on a case-by-case basis in accordance with most recent VAWA and VOCA Federal Registers, OJP Financial Guide, OMB Circulars and LCLE policies.

SUPPLIES

- A) Distinguish between supplies and equipment. Supply items are those that by nature are used up or are consumable or have a life expectancy less than two years.
- B) Office supplies must will be limited to applications where it can be shown that such supplies are an integral part of the program.
- C) Refer to the most current VAWA and VOCA Federal Registers, OJP Financial Guidelines, OMB Circulars and the VAWA and VOCA application instructions for types of allowable types of supplies.

CONTRACTUAL SERVICES

- A) Funds may only be used to support services not feasibly provided by the agency and may not be used for contracted services which contain administrative overhead or indirect costs. No grant may use a majority of funds for contractual services.
- B) Consultants may not be used to perform services ordinarily accomplished by existing personnel. Consultant contracts and agreements must receive approval from the Victim Services Board and LCLE prior to release of funds.
- C) The most current LCLE contract form must be used.
- D) Rate of compensation must be reasonable and consistent with that paid for similar services and must be in compliance with OMB Cost Principles. Written documentation may be necessary on a case-by-case basis.
- E) Contractual agreement is to contain a detailed description of work to be performed.
- F) Consultant rates should be in accordance with the OJP Financial Guide. Current rate is a maximum of \$450 for an eight-hour day or \$56.25 per hour. If rates exceed that amount, justification shall be in the form of two (2) paid receipts or invoices for prior comparable services from two (2) other sources.
- G) Sole Source procurement of contractual services over \$100,000 must receive prior approval from LCLE. Such a request requires the submittal of a Sole Source Justification, which is available from the District Program Director. Contractual services of \$100,000 and below must be prior approval by LCLE. Obtain guidelines from LCLE.
- H) Refer to the policies OJP Financial Guidelines regarding policies governing consultants.

OTHER DIRECT COSTS

- A) Audit Costs:

1. Agencies must comply with OMB Circular A-133, as appropriate.
 2. The percentage of costs charged to Federal awards for a single audit shall not exceed the percentage derived by dividing Federal funds expended by total funds expended by the agency (including match) during the last fiscal year.
 3. If an agency expends \$500,000 or more a year in Federal awards, an audit is required. A pro-rata share to conduct the audit can be charged to each Federal subgrant.
- B) Printing:
1. All printed material must bear a prominent statement to the effect that “This project was supported by Subgrant Number _____ awarded by the Louisiana Commission on Law Enforcement through the [(Office of Victims of Crime) or (VAWA, Office of Justice Programs)].”
- C) Advertising:
1. Grant funds limited to newspaper advertising; costs limited to 2% of grant funds or \$500, whichever is less. TV, radio and billboards are prohibited. Agencies are encouraged to use Public Service Announcements.
- D) Other Costs:
1. Refer to the OJP Financial Guidelines and OMB Cost Principles for allowable other direct costs.

TRAININGS

- A) Any training must meet the standards and curriculum requirements of the Peace Officer Standards and Training Council (POST), as appropriate.
- B) Training is eligible for funding for those persons (salaried or volunteer staff) who provide direct services to crime victims. Funds may only be used for training programs that improve the skills of service providers in meeting the needs of crime victims. Management training aimed at persons who do not provide direct services is not eligible for support.
- C) In-Service Training: Travel and per diem for trainer will be reimbursed at 100%, provided training is direct service training to staff or volunteers (VOCA) or related to the program purpose area (VAWA). A copy of the training curriculum must be provided to LCLE.
- D) VOCA funds may not be used solely to support a training activity or program, VAWA grants may do so.

PROGRAM INCOME

- A) Subgrantees earning program income must comply with the current federal and state program income guidelines.

GENERAL RESTRICTIONS

- A) Subgrantees must comply with OJP Financial Guidelines, OMB Circulars and Commission policies regarding restricted items.

- B) Construction and renovation costs are unallowable, however, minor renovations that make victim services more accessible to persons with disabilities are limited. Refer to the OJP Financial Guidelines.

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