Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE)

Victim Services Advisory Board

Federal Formula Grant Program Guidelines

I. Crime Victim Assistance Formula Grant Program (VOCA) (ALN #16.575)

The Office for Victims of Crime (OVC) of the U.S. Department of Justice's Office of Justice Programs (OJP) implements the Victim Assistance Formula Grant Program authorized by the Victims of Crime Act of 1984 ("VOCA"). VOCA, 34 U.S.C. 20103 as amended July 29, 2024, authorizes the Office for Victims of Crime (OVC) for the purpose of grants to each state for the financial support of eligible crime victim assistance programs. Priority shall be given to eligible crime victim assistance programs providing direct services and assistance to victims of sexual assault, spousal abuse, child abuse, and previously underserved victims of violent crime.

A. Eligibility of Programs

1. Is operated by a public agency or a nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provides direct services to victims of crime;
2. Demonstrates –
   a. a record of providing effective services to victims of crime and financial support from sources other than the VOCA fund; or
   b. substantial financial support from sources other than the VOCA fund.
3. Utilizes volunteers in providing such services, unless and to the extent the LCLE determines that compelling reasons exist to waive this requirement;
4. Promotes within the community served coordinated public and private efforts to aid crime victims;
5. Assists potential recipients in seeking crime victim compensation benefits; and
6. Does not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.

B. Distribution of Funds

Allocation and use of funds, without duplication, to each of the following priority categories:

1. Sexual Assault	Minimum of ten percent (10%)
2. Spousal Abuse	Minimum of ten percent (10%)
3. Child Abuse	Minimum of ten percent (10%)
4. Previously Underserved of Violent Crime	Minimum of ten percent (10%)

C. Match Requirement

1. Requires a twenty percent (20%) match.
2. Federally-recognized Native American Tribes are not required to match.
3. Contributions must be derived from non-federal sources, except as may be provided in the DOJ Grants Financial Guide, and may include, but are not limited to, the following:

b. Volunteered professional or personal services, the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program, but if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes;
   i. Can be used as in-kind match;
   ii. Duties must be directly related to the focus of the program;
   iii. Value of volunteer hourly rate limited to $20 an hour; and/or
   iv. Professionals (licensed or certified therapist, attorneys, doctors, or law enforcement officers) can be valued as donation of time. The rate should be consistent with or can be valued less than their professional hourly rate; however, in any event, rate is limited to $650 per day or $81.25 per hour as long as the services provided are allowed by federal regulations.

c. The value placed on lent or donated equipment shall not exceed its fair market value;

d. Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality; and

e. Non-VOCA funded victim assistance activities, including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims.

4. Documentation must be kept on file concerning match requirements.

II. STOP Violence Against Women Formula Grant Program (STOP) (ALN #16.588)

The Office on Violence Against Women (OVW) of the U.S. Department of Justice implements the STOP (*Services•Training•Officers•Prosecutors*) Violence Against Women Formula Grant Program (STOP Program) authorized by the Violence Against Women Act (VAWA) was initially enacted September 13, 1994. The STOP Program, codified at 34 U.S.C. § 10441, was recently amended on March 15, 2022, through the Violence Against Women Act Reauthorization Act of 2022. The purpose of the VAWA STOP grants is to assist States, State and local courts (including juvenile courts), Indian tribal governments, tribal courts, and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat domestic violence, dating violence, sexual assault, and stalking crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.

A. Eligibility of Programs

1. Applicants must provide direct intervention and related assistance and services to victims of domestic violence, dating violence, sexual assault, and stalking.
   a. **Domestic Violence**: Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, shares a child in common with the victim or who commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

b. **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

c. **Sexual assault**: Any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

d. **Stalking**: A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

B. Distribution of Funds

Allocation and use of funds, without duplication, to each of the following priority categories:

1.	Law Enforcement	Minimum of twenty-five percent (25%)
2.	Prosecution	Minimum of twenty-five percent (25%)
3.	Victim Services	Minimum of thirty percent (30%)
4.	State and Local Court	Minimum of five percent (5%)
5.	Discretionary Projects	Minimum of fifteen percent (15%)

C. Match Requirements

1. Requires a twenty-five percent (25%) match.
2. Native American Tribes, Territories, and Non-Profit 501 (c)(3) agencies are not required to match.
3. Contributions must be derived from non-federal sources, except as may be provided in the DOJ Grants Financial Guide, and may include, but are not limited to, the following:
   a. Cash; *i.e.*, the value of direct funding for the project;
   b. Volunteered professional or personal services, the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program, but if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes;
      i. Can be used as in-kind match;
      ii. Duties must be directly related to the focus of the program;
      iii. Value of volunteer hourly rate limited to $20 an hour; and/or
      iv. Professionals (licensed or certified therapist, attorneys, doctors, or law enforcement officers) can be valued as donation of time. The rate should be consistent with or can be valued less than their professional hourly rate; however, in any event, rate is limited to $650 per day or $81.25 per hour as long as the services provided are allowed by federal regulations.
   c. The value placed on lent or donated equipment shall not exceed its fair market value;
   d. Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality; and
   e. Non-VOCA funded victim assistance activities, including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims.
4. All documentation concerning match requirements must be kept on file.

III. Sexual Assault Services Formula Grant Program (SASP) (ALN #16.017)

The Sexual Assault Services Formula Grant Program (SASP) was created by the Office on Violence Against Women (OVW) and the Department of Justice. The SASP Program, codified at 34 U.S.C. § 12511, was recently amended on March 15, 2022, through the Violence Against Women Act Reauthorization Act of 2022. The purpose of the SASP Program is to assist rape crisis centers and other nonprofit, nongovernmental organizations that provide direct intervention 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, except for the perpetrator of such victimization.

A. Allowable Services

1. 24-hour hotline services providing crisis intervention services and referral;
2. accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. crisis intervention, short-term individual and group support services, direct payments, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. information and referral to assist the sexual assault victim and non-offending family or household members;
5. community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. the development and distribution of materials on issues related to the services described in this section.

B. Distribution of Funds

The Louisiana Foundation Against Sexual Assault (LaFASA) determines allocation amounts for each Sexual Assault Center (SAC). The SACs are accredited by LaFASA and the funding formula is built on the "*LAFASA Sexual Assault Center Accreditation Standards.*"

C. Match Requirements

1. No match is required.

IV. Financial Management Requirements for All Federal Programs

A. Commingling of Funds

1. Accounting systems of all subgrantees must track funds received, obligated, and expended under each award and/or subaward.
2. Subgrantees must account for each award separately.
3. Funds received for one award may not be used to support a different award unless specific policy guidance directs otherwise.
4. If the subrecipient's accounting system does not make it possible to identify funds and expenditures with a particular award (with the identification supported by source documentation), those costs will be questioned or may be disallowed.

B. Supplanting

Federal funds must be used to supplement, enhance, or expand existing services for program activities and must not be used to replace those funds that have been appropriated for the same purpose.

1. Subgrantees receiving awards under programs that prohibit supplanting by law must ensure that federal funds do not supplant funds that have been budgeted for the same purpose through non-federal sources. No subgrantees are exempt from supplanting prohibitions.

2. If reviewers think that supplanting may have occurred, then the subrecipient will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.
3. If any additional information, assistance with definition, or examples of supplanting are needed, please contact the LCLE Program Manager.

C. 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 status of "In Good Standing" with the Louisiana Secretary of State.
3. Must maintain a profile of the victims served and provide an assessment of the effectiveness of the activities funded.
4. 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.
5. Any excess costs over income under any other award or contract of any nature is unallowable. This includes, but is not limited to, the recipient's or subrecipient's contributed portion by reason of cost sharing agreements or any under-recoveries through negotiation of flat amounts for indirect costs. Also, any excess of costs over authorized funding levels transferred from any award or contract to another is unallowable. All losses are not allowable indirect costs and must be included in the appropriate indirect cost rate base for allocating indirect costs.
(2 C.F.R. § 200.451. Losses on Other Awards or Contracts.)
6. Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.
7. When there is multiple funding available for a single project, the VOCA-, STOP-, and/or SASP-funded project cannot be charged over its prorated share of these types of expenses.

VI. Application Budget for All Federal Programs

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 and must include:
   a. Description of work expected to be performed;
   b. Level of education required;
   c. Work experience required for hire; and
   d. Salary range.
3. Resume for each position budgeted must be included in the application and include:
   a. Education
   b. Work Experience
   c. Resumes provided must be up-to-date.
4. Qualifications must be met by the job description and resume for each position listed in the application.
5. Time and attendance records are to be maintained on all subgrant personnel, including time and effort certificates.

6. Salary Pay Raises or Merit Increases
    a. Retroactive pay raises or merit 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 increases should be budgeted at the time the application is submitted to the Advisory Board and Commission.
    d. Once the application has been approved by the Commission and awarded, agencies cannot request pay raises or merit increases for agency personnel for any reason.
    e. Potential promotion opportunities for existing budgeted personnel must be approved by LCLE on a case-by-case basis prior to the submission of a modification.
    f. Dual compensation is not permitted.
7. Administrative or Management Costs
    a. Salaries, benefits, fees, furniture, equipment, and other provisions are not allowable for administrative, management, and/or supervisory positions.
    b. If the administrative, management, and/or supervisory staff position also provides advocacy and/or direct services to victims of crime, only ten percent (10%) of his/her current salary is allowable. Types of services provided to victims of crime must be included in the staff person's job description.
8. Other Support Staff
    a. Allocating charges for the sampled employees' supervisors and clerical and support staff, based on the results of the sampled employees, will be acceptable. (2 C.F.R. Part § 200.430 Compensation—Personal Services)

B. Volunteers

1. Victims of Crime Act Program (VOCA)

a. VOCA subgrantees must certify they will incorporate the use of volunteers in their projects. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the subgrantees for their employees.

b. Volunteered professional or personal services, the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program. But if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes.

c. Volunteer Documentation Needed:
    i. Name of Volunteer
    ii. Date(s) Volunteer Services Provided
    iii. Time(s) Services Began and Ended
    iv. Number of Hours Contributed
    v. Type of Donated Services Provided
    vi. Signature of Volunteer – Signed and Dated
    vii. Agency Staff Person Supervising Volunteer – Signed and Dated

d. If the agency is unable to utilize volunteers, a waiver request must be submitted in the application.

2. **STOP Violence Against Women Program (STOP)**
    a. STOP subgrantees are not required to utilize volunteers; however, the use of volunteers is encouraged as an allowable in-kind match.
    b. Volunteer Documentation Needed:
        i. Name of Volunteer
        ii. Date(s) Volunteer Services Provided
        iii. Time(s) Services Began and Ended
        iv. Number of Hours Contributed
        v. Type of Donated Services Provided
        vi. Signature of Volunteer – Signed and Dated
        vii. Agency Staff Person Supervising Volunteer – Signed and Dated

3. **Sexual Assault Services Program (SASP)**
    a. SASP subgrantees are not required to utilize volunteers; however, the use of volunteers is allowable even though the SASP Formula Grant Program does not require match.

C. Employee Benefits

1. Employee Benefits are only applied to personnel listed on the subgrant.
2. Refer with current Federal Registers, DOJ Grant Financial Guide, 2 CFR Part 200 for Federal Awards, and LCLE Commission Operational Policies for allowable employee benefits.
3. The Commission will fund only one retirement and one health and hospitalization insurance program, notwithstanding the fact that another program or retirement system may be funded by some other source; but in no event should the additional funds provided for insurance or retirement be used as match for a project.
4. In any event, "fringe" benefits shall be limited to no more than forty-five percent (45%) of salary costs.
5. Exceptions:
    a. When employees are covered by Workmen's Compensation, and
    b. For Federal Discretionary programmatic funding.

    NOTE: Liability bonds are not considered to be a "fringe" benefit.
6. In the absence of fringe benefits budgeted when salaries for subgrant personnel are included in the application, these benefits are to be supported with local funds. Documentation to this effect must be clearly indicated in the fringe benefits budget section with an explanation included in the personnel section of the application.

D. Travel

1. Each agency should establish a travel policy.
    a. If the agency does not have a travel policy, the agency should use the Louisiana State Travel Regulations.
    b. For agencies with travel policies, subgrant funded reimbursements cannot exceed Louisiana State Travel Regulations.
    c. The stricter policy prevails.
2. No federal or state grant funds may be used for travel outside the continental United States (48 contiguous states). (*Current Commission Operational Policies*)
3. Statewide Travel and Out-of-State Travel
    a. Can be reimbursed up to 100% total costs.

b. Costs must be reasonable.

c. Agencies must follow the agency's travel policy, or the current Louisiana State Travel Regulations, which policy prevails.

d. Before attending a conference, seminar, workshop, or training:

   i. Proposed costs for conferences, workshops, seminars, and training approved in the application require formal approval by LCLE.

   ii. Request formal approval for attendance by sending a brochure or agenda for the conference, workshop, seminar, or training that outlines and describes the topic of events, registration costs, dates, times, and location to the LCLE within thirty (30) days prior to the registration deadline for the event.

   iii. Expenditures will not be allowed for an event that has not been formally authorized by the LCLE.

   iv. An official agenda of the approved event must be submitted with the expenditure request to the LCLE.

e. After attending the conference, seminar, workshop, or training:

   i. Must complete and submit Travel Expense Account Form BA-12 (3/97) (Forms - Louisiana Division of Administration)

   ii. Must ensure all documentation related to travel event is filed with applicable subgrant records; as well as, ensuring LCLE, federal and state agency representatives are provided access to and the right to examine the documents during an audit or onsite monitoring visit:

      1. Airfare receipt(s);
      2. Baggage ticket(s);
      3. Shuttle/taxi/Uber/Lyft receipts;
      4. Tolls and/or parking receipts;
      5. Rental car agreements;
      6. Travel mileage log;
      7. Lodging receipt; and
      8. Event agenda.

4. Information regarding conferences, seminars, workshops and trainings specific for each federal program is provided below:

a. Crime Victims Assistance Formula Grant Program (VOCA)

   i. VOCA funds may be used only for training activities that occur within the project period, and all funds for training must be obligated prior to the end of such period.

   ii. Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.

   iii. The cost of training staff to use the automated systems and technology.

   iv. Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.

   v. Non-VOCA funded victim assistance activities, including training victim assistance providers may be used to meet match requirements.

b. STOP Violence Against Women Formula Grant Program (STOP)

i. Training of state office staff, including, but not limited to, travel, registration fees, and other expenses associated with state office staff attendance at technical assistance meetings and conferences relevant to the program.

ii. Funds intended for trainings may be used in the conjunction with the purpose areas of the STOP Formula Grant Program.

iii. Awards to Victim Service Providers for Training Projects

1. Domestic violence and sexual assault are, in most instances, different crimes. Training must address each crime separately.
2. If a seminar, workshop or conference will address both domestic violence and sexual assault, the curriculum must reflect separate sessions to address each. Trainers must demonstrate expertise in the areas in which they will train, as documented in their resumes.
3. Evidence that advocates and experts in the respective fields as well as representatives for local victim service agencies involved in the training development must be submitted in the form of interagency agreements or a letter from each entity.
4. Expenditures related to this type of training will not be approved until documentation is provided to and approved by the LCLE.

c. Sexual Assault Services Formula Grant Program (SASP)

i. SASP funds may be used to train program staff (volunteer or employee) who will provide specific grant-funded victim services but may not be used to provide a generalized statewide training. For example, funds may be used to support skill-building training on providing sexual assault advocacy services or training on a particular therapeutic technique to assist SASP-funded counselors/therapists in providing more effective therapy. The amount of funds spent on training should represent only a small portion of the overall subgrant.

ii. SASP funds may be used to support volunteer-related activities, so long as those volunteers provide direct services for victims. Examples would include training volunteers to provide crisis intervention and supervision of those volunteers.

iii. SASP-funded employees or volunteers who staff the hotline can receive sexual assault-specific training.

iv. SASP funds may not be used for general training on sexual assault for other professionals (e.g., for law enforcement officers, mental health professionals, prosecutors, etc.) nor may they be used to develop training curricula.

7. For additional information regarding travel and training allowable costs, refer to current Federal Registers, DOJ Grants Financial Guide, 2 CFR Part 200 for Federal Awards, LCLE Commission Operational Policies, and current Louisiana State Travel Guidelines.

E. Equipment

1. Distinguish between equipment and supplies. An equipment item is any item, regardless of cost, that has a life expectancy of at least one year and is not consumable.
2. The acquisition of furniture or equipment is allowable only as part of a program or when an agency can demonstrate that the acquisition of such equipment is necessary for the expansion of services to victims of crime provided by the agency.
3. The State of Louisiana's threshold for equipment is $1,000 or more.

4. Any item that falls below a $1,000 individual unit cost should be budgeted in Supplies as a budget line category.
5. Competitive procurement must be utilized. The agency must obtain at least three bids or quotes in writing. Those documents must be kept on file at the agency. If the procurement has to be noncompetitive, please refer to guidance in Section E, Acquisition Guidance for Equipment, Supplies, Consultants, § 200.319 Competition, and § 200.320 Procurement Methods.
6. Each type of equipment item listed below will be reviewed by LCLE staff on a case-by-case basis in terms of project needs and justification:
    a. Office furniture is allowable only as part of a program or when an agency can demonstrate that the acquisition of such furniture is necessary for the expansion of services provided by the agency.
        i. Continuation programs may replace furniture with prior justification and documentation to LCLE of existing condition of furniture and provide purchase or acquisition date(s).
    b. Computer equipment is limited to $25,000 per application.
        i. The costs of computing devices, software, and information technology systems that are characterized as equipment (typically a per-unit acquisition cost of $5,000 or more) require prior written approval; those that are characterized as supplies typically do not. (See 2 C.F.R. §200.1 definitions, and 2 C.F.R. §200.439 and §200.453.)
        ii. Computing devices, software, and information technology systems must be procured in a manner providing full and open competition, consistent with the standards in 2 C.F.R. §200.319 and 2 C.F.R. §200.320.
        iii. Brand names should not be specified, if not a sole source item. (see DOJ Grants Financial Guide, Chapter 3.8 Procurement Standards and 2. C.F.R. § 200.319(b)(6)) for more information).
    c. Audiovisual Equipment is limited to $7,500 per application.
    d. Telephones and Cell Phones can be purchased; however, purchases will be reviewed in term of the project needs.
    e. Other Equipment will be considered on a case-by-case basis in accordance with current Federal Registers, DOJ Grant Financial Guide, 2 CFR Part 200 for Federal Awards, and LCLE Commission Operational Policies.
7. Equipment Management Requirements:
    a. Property records must include a description of the property, a serial number or another identification number, the source of funding for the property (including the FAIN), the title holder, the acquisition date, the cost of the property, the percentage of the Federal agency contribution towards the original purchase, the location, use and condition of the property, and any disposition data including the date of disposal and sale price of the property. The recipient and subrecipient are responsible for maintaining and updating property records when there is a change in the status of the property.
    b. An inventory report, for equipment purchased, needs to be entered in Egrants.
    c. A physical inventory of the property must be conducted, and the results must be reconciled with the property records at least once every two years.
    d. A control system must be in place to ensure safeguards for preventing property loss, damage, or theft. Any loss, damage, or theft of equipment must be investigated. The recipient or subrecipient must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

e. Regular maintenance procedures must be in place to ensure the property is in proper working condition.

f. If the recipient or subrecipient is authorized or required to sell the property, proper sales procedures must be in place to ensure the highest possible return.

8. Disposition of Equipment

When equipment acquired under a federal award is no longer needed for the original project, program, or for other activities currently or previously supported by a federal agency, the recipient or subrecipient must request disposition instructions from the federal agency or pass-through entity if required by the terms and conditions of the federal award. Disposition of the equipment will be made as follows, in accordance with federal agency or pass-through entity disposition instructions:

a. Equipment with a current fair market value of $10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the Federal agency or pass-through entity.

b. Except as provided in § 200.312(b), or if the Federal agency or pass-through entity fails to provide requested disposition instructions within 120 days, items of equipment with a current fair market value in excess of $10,000 (per-unit) may be retained or sold by the recipient or subrecipient. However, the Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the Federal agency or passthrough entity may permit the recipient or subrecipient to retain, from the Federal share, $1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment.

c. The recipient or subrecipient may transfer title to the property to the Federal Government or to an eligible third party provided that the recipient or subrecipient must be entitled to compensation for its attributable percentage of the current fair market value of the property.

d. In cases where a recipient or subrecipient fails to take appropriate disposition actions, the Federal agency or pass-through entity may direct the recipient or subrecipient to take disposition actions.

9. Waiver requests are accepted if the equipment amount is greater than allowed or replacement amount, LCLE will accept a request for a waiver. Attach this waiver letter in the Equipment section of the application. This waiver must be approved by the Victim Services Advisory Board.

F. Supplies and Operating Expenses

1. Supplies

a. All items of tangible personal property that are not equipment.

b. This includes computer devices (*i.e.*, laptop, notebook, palmtop, workstation, CPU, etc.) that cost less than $1,000 per unit.

c. Supplies are items that are used up, are consumable, or have a life expectancy of less than two years.

d. Office supplies must be limited to projects and must show that the supplies are an integral part of the program.

e. Total budget for supplies cannot be greater than ten percent (10%) of the federal subgrant amount, up to, but not to exceed $7,500 for "Office Supplies" and "Other Supplies".

f. Supplies are to be divided into three (3) categories:

i. Office Supplies (*i.e.*, paper, pens, pencils, file folders, printer ink, toner, etc.)

ii. Other Supplies (*i.e.*, books, publications, DVDs, forensic & therapeutic supplies, etc.)

iii. Victims' Supplies (*i.e.*, clothing, food, personal hygiene items, paper products, etc.)

Note: The ten percent (10%) cap **does not apply** to supplies intended for victims.

g. Refer to current Federal Registers, DOJ Grants Financial Guide, 2 CFR Part 200 for Federal Awards, and LCLE Commission Operational Policies for allowable types of supplies.

h. If the total costs for "Office" and "Other" supplies is greater than ten percent (10%) of the federal award, attach a letter requesting a waiver of those costs in the application, which must be approved by the Victim Services Advisory Board and Commission.

2. Operating Expenses

a. Advertising Costs means the costs of advertising media and corollary administrative costs. Advertising media includes, but is not limited to, magazines, newspapers, radio and television, direct mail, exhibits, and electronic or computer transmittals.

b. The only allowable advertising costs are those which are solely for:

i. The recruitment of personnel required by the recipient or subrecipient for the performance of a federal award;

ii. The procurement of goods and services for the performance of a federal award;

iii. The disposal of scrap or surplus materials acquired in the performance of a federal award except when the recipient or subrecipient is reimbursed for disposal costs at a predetermined amount; or

iv. Program outreach (for example, recruiting project participants) and other specific purposes necessary to meet the Federal award requirements.

v. Law Enforcement Planning Agencies/Councils/Districts can charge costs to advertise federal award within the parishes within their jurisdiction to their administrative subgrants.

vi. Total advertising costs cannot exceed two percent (2%) of the federal portion of the federal award or $500, whichever is less.

c. Public Relations includes community relations and means those activities dedicated to maintaining the recipient's or subrecipient's image or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

i. The only allowable public relations costs are:

1. Costs specifically required by the Federal award;

2. Costs of communicating with the public and press about specific activities or accomplishments which result from the performance of the Federal award (these costs are considered necessary as part of the outreach effort for the Federal award); or

3. Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities or financial matters.

d. Unallowable Advertising and Public Relations other than those specified above in (b)(i)(1)(2)(3) include the following:

i. Costs of meetings, conventions, conferences, or other events related to other activities of the entity (see also § 200.432), including:

1. Costs of displays, demonstrations, and exhibits;

2. Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and
3. Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;

ii. Costs of promotional items and memorabilia;

1. Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP logo) must not be purchased with DOJ funds as giveaways for conferences.
2. However, basic supplies that are necessary for use during the conference (*e.g.,* folders, name tags, paper for printing training documents, etc.) may be purchased.

iii. Costs of advertising and public relations designed solely to promote the recipient or subrecipient.

e. Audit Costs

i. If an agency expends $1,000,000 in Federal Funds, a full audit is required per 2 C.F.R. Part §200.425(a)(2), Audit Services.

ii. A pro-rated share to conduct the audit can be charged to each subgrant.

iii. Must show breakdown of the time and percentage the auditor spends on the subgrant in the audit.

f. Registration Fees

i. Proposed costs for registration fees for any conferences, workshops, seminars, and training must receive prior approval by LCLE.

ii. The conference, workshop, seminar, or training event requiring a registration fee must take place within the subgrant project period.

iii. To request an approval for registration fees, a brochure for the conference, workshop, seminar, or training that include the fees must be submitted to the LCLE Program Managers within thirty (30) days prior to the registration deadline for the event.

iv. Expenditures for registration fees will not be allowed for an event that has not been formally authorized by LCLE.

v. An official agenda of the approved event must be submitted with the expenditure request to LCLE.

vi. Must keep the registration form and method of payment on file with subgrant records for audit or monitoring review purposes.

g. Background and Fingerprinting Checks

i. Recruitment fee means fees of any type, including charges, costs, assessments, or other financial obligations, that are associated with the recruiting process regardless of the time, manner, or location of imposition or collection of the fee are allowable costs. (Subpart C—Definitions §175.300 Definitions and 2 C.F.R. §200.463)

ii. Such fees include the conduction of background and fingerprinting checks as required by Act H.R. 1388, The Edward M. Kennedy Serve America Act (*Sec. 1614. Criminal History Checks for Individuals Working with Vulnerable Populations*). the Louisiana Child Protection Act (L.R.S. 15:587.1), and the Adult Protective Services (APS) Law (L.R.S. 15:1501-1511).

h. Printing

i. Project costs for publication and printing, including distribution, promotion, and general handling of electronic or print media are allowable with prior approval from LCLE.

ii. Must submit proofs of information created by the agency to LCLE Program Managers that are planned to be printed for distribution at least thirty (30) days for prior approval of the printed material.

iii. All printed materials created by agency to be distributed to the public must include statements acknowledging LCLE and the federal award as the responsible funding sources. Please refer to the applicable Certified Assurance, Publications or Materials and Publications assigned to your federal subgrant award.

i. Rent or Lease Agreements

i. If the budget includes monthly rent or lease payments, a current rental or lease agreement will need to be submitted in the original application in the Operating Costs section of your application.

ii. Mortgage payments are not allowed to be paid with federal or match funds.

j. Subscriptions or licenses for services should be budgeted *monthly*, if possible, as an operating expense so payments made are not for billings outside the project period.

k. For other operating expenses, refer to current Federal Registers, DOJ Grants Financial Guide, 2 CFR Part 200 for Federal Awards, and LCLE Commission Operational Policies for allowable expenses.

G. Consultants

1. Funds may only be used to support services not provided by the agency.
2. Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, **and who are not officers or employees of the non-Federal entity**, are allowable.
3. Cannot be used for contracted services which contain administrative overhead or indirect cost.
4. Contracts for consultants must receive approval from the LCLE Program Manager prior to the release of funds.
5. The most current LCLE standard contract form must be used, which is available in this section of the application. The only exception is when the subgrantee is a state agency and a state approved contract is used.
6. Rate of compensation must be reasonable and consist with similar service and must be in compliance with the DOJ Grants Financial Guide. Written documentation may be necessary on a case-by-case basis.
7. Contractual agreement is to contain detailed description of work to be performed. This must agree with the brief description found in the application.
8. The maximum consultant rate for all programs is **$650** per day or **$81.25** per hour.
9. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.
10. Please note this does not mean that the hourly rate can or should be the maximum limit for all consultants. **Rates exceeding the $650 per day or $81.25 per hour will require additional documentation and prior approval from LCLE Program Manager**.

11. 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. (§ 200.319 Competition.) (§ 200.320 Procurement Methods)
12. Procurement of contractual services **over $100,000** must receive prior approval from OJP. Sole Source is needed when the competitive process cannot be implemented when choosing a consultant. (§ 200.319 Competition) (§ 200.320 Procurement Methods)

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 current Federal Registers, DOJ Grants Financial Guide, 2 CFR Part 200 for Federal Awards, LCLE Commission Operational Policies regarding restricted items.

XI. Construction

A. Construction costs are **prohibited** with SASP and STOP funds.

B. VOCA funds **may be used** after receipt of prior approval from LCLE to pay for minor facility modifications incidental and necessary for adaptations and repairs to an existing facility to ensure facility is in compliance with the Americans with Disabilities Act Standards for Accessible Design (*i.e.,* not used for capital expenses).

Please call your LCLE VOCA Program Manager if you have questions or need additional information about construction costs.