

# VOCA Public Awareness Items, Program Supplies, & Trinkets

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In an effort to clarify the review process for allowable administrative costs requested by VOCA sub-recipients, the below guidance discusses the definitions of public awareness items, program supplies, and trinkets.

## Cost Principles

Allowable costs (for all non-Federal entities, other than for-profit entities and hospitals) are those costs consistent with the principles set out in the Uniform Guidance 2 C.F.R. § 200, Subpart E, and those permitted by the grant program's authorizing legislation. To be allowable under Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and agency requirements.

All requests must be supported with a basis of computation, and the rationale used to determine the costs should be explained as appropriate (e.g., the photocopying cost estimate was determined based on factors including X crime and Y court caseload statistics generating Z anticipated number of copies).

## Allowable and Unallowable Costs

For more information on allowable and unallowable costs/activities, please see the Allowable and Unallowable Costs chart on the DCJS website. For additional guidance, please see 28 CFR Part 94, Subpart B-VOCA Victim Assistance Program at [www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victimassistance-program#h-55](http://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victimassistance-program#h-55).

## Definitions

- **Public Awareness/Outreach Items:**

Public awareness and outreach materials are items needed by sub-recipients to provide the general public with information about the services offered by the project and how to access those services. These items **must include contact information for the sub-recipient program**. Sub-recipients must justify the need for these items, and describe how they will be useful as an additional method to make sure information about their services reaches victims. Items in this category are allowable.

Examples of public awareness/outreach items *may* include: tabletop displays, brochures, banners, pens, magnets, project-specific items (e.g., bar coasters for sexual assault outreach). These items differ from trinkets/giveaways in that the intended purpose is to provide information about program services and to reach victims. In determining this difference, it may be helpful to think about the items' usefulness for that purpose. For example, as allowable items, a domestic violence agency may distribute nail files or lip balm printed with contact information; these items are discreet, can be hidden/disguised, and may be useful in reaching victims. The same is not true of a hat or mug printed with this same information.

- **Program Supply Items:**

Program supplies are items needed by sub-recipients to fulfill project goals and objectives. These supplies are often essential to the implementation of funded projects. Sub-recipients must justify the

need for these items and describe how they are necessary to ensure project success. Items in this category are allowable.

Examples of program supply items *may* include: journals, workbooks, therapeutic resources, worksheets, stress balls, art supplies, play therapy items (toys, stuffed animals, dolls, figurines, etc.).

- **Trinkets/Giveaway Items:**

Trinkets or giveaway items are items that serve no project purpose. **These are not allowed to be purchased with VOCA funds.**

Examples of trinkets or giveaway items *may* include: mugs, t-shirts, hats, gift bags, “thank you” gifts for speakers, memorabilia, commemorative items, conference giveaways.