

IOWA DEPARTMENT OF JUSTICE

**ATTORNEY GENERAL
BRENN A BIRD**



Chapter 13 Printing, Publications & Media

Requirements for printing, publishing and media vary based on the federal, or state funding source used to support the expenses. Prior approval from the Crime Victim Assistance Division should be sought whenever there is question about the allowability of what's being created and for guidance on appropriate language required to be printed on the publication.

Printing

The costs of electronic and print media, including distribution, promotion, and general handling, are allowable.

If these costs are not identifiable with a particular project or cost activity, the costs should be allocated as indirect costs to all benefiting activities of the organization.

All electronic and print media prepared and released by the agency shall include the statement:

“This project is funded under an agreement with the State of Iowa.”

NOTE: Subrecipients will only use this generic publication statement if the federal or state grant funds do not require a specific statement. Refer to the Publication and Media sections of this chapter.

Publications

OJP (OVW) Guiding Principles for STOP VAWA & SASP Funds OJP Training Guiding Principles

STOP VAWA, VOCA, FVPSA and SASP funds cannot be used for research; however, these funds can be used for program assessment or program evaluation.

The following information is from the [DOJ Financial Guide](#) Postaward Requirements 3.9 allowable costs, page 75.

To be considered allowable, publication costs must be incurred for work done according to a process that the recipient has described in writing. This process should include writing, editing, and preparing the illustrated material (including videos). Alternatively, it may include only the internal printing requirements from the recipients/subrecipients in accordance with the terms of the project.

DOJ has authorized any recipient or subrecipient employee to make or have made by any means available to him or her, without regard to the journal copyright and without royalty, a single copy of any such article for his or her own use. Recipients are encouraged to make the results and accomplishments of their activities available to the public. Recipients publicizing project activities and results must adhere to the following parameters:

- Responsibility for the direction of the project should not be ascribed to the Department of Justice, (or the Department of Health and Human Services, or the Office of Violence Against Women as appropriate in lieu of the Department of Justice) or the Iowa Crime Victim Assistance Division. The publication must not convey DOJ/DHHS/OVW or IA CVAD's official recognition or endorsement of the project simply by having received funding. A separate request of the State and appropriate federal agency must be made and granted for official recognition.
- The publication must include the following statement: "The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or grant-making component."
- All reports, studies, notices, informational pamphlets, press releases, signs, billboards, DVD's, public awareness kits, training curricula, webinars, websites and similar public notices (written, visual or sound) prepared and released by the program shall include the below statement if the federal or state grant funds do not require a specific statement:

"This project is funded under an agreement with the State of Iowa by Award No. _____ awarded by the (name of the specific office/bureau), Department of Justice."

**See OVW requirements for notices when STOP VAWA funds are used below.

**Any such notices by the program shall be approved by the State.

- The publication must not convey DOJ's official recognition or endorsement of the recipient's project simply based on having received funding.
- Recipients may file a separate application with the grant-making component requesting official recognition.

Recipients and any subrecipients are expected to publish or otherwise make widely available to the public, as requested by the awarding agency, the results of work conducted or produced under an award.

All publication and distribution agreements with a publisher must include provisions giving the Federal Government a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the publication for Federal Government purposes (see Chapter 3.7). The agreements with a publisher should contain information on the awarding agency requirements.

Unless otherwise specified in the award, recipients/subrecipients may copyright any books, publications, films, or other copyrightable material developed or purchased as a result of award activities. Copyrighted material will be subject to the same provisions giving the Federal Government a license as described above.

A publication and distribution plan should be submitted to the awarding agency before materials developed under an award are commercially published or distributed. The plan must include a description of the materials, the rationale for commercial publication and distribution, the criteria to be used in the selection of a publisher, and—to assure reasonable competition—the identification of firms that will be approached.

Recipients/subrecipients must obtain prior agency approval of this plan for publishing project activities and results when it uses Federal funds to pay for the publication.

Guidance for publication costs is set out in 2 C.F.R. § 200.461.

§200.461 Publication and printing costs.

Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular cost objective, they should be allocated as indirect costs to all benefiting activities of the non-Federal entity.

Page charges for professional journal publications are allowable when

1. The publications report work supported by the Federal Government; and
2. The charges are levied impartially on all items published by the journal, whether or not under a Federal award.
3. The non-Federal entity may charge the Federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the Federal award.

All reports, studies, notices, informational pamphlets, press releases, signs, billboards, DVDs, public awareness kits, training curricula, webinars, websites and similar public notices (written, visual or sound) prepared and released by the program shall include the below statement if the federal or state grant funds do not require a specific statement:

“This project is funded under an agreement with the State of Iowa.”

Any such notices by the program shall be approved by the State.

OJP (OVW) Guiding Principles for STOP VAWA & SASP funds:

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the [OJP Training Guiding Principles for Grantees and Subgrantees](#).

Subgrantee agrees all materials and publications (written, visual or sound) resulting from award activities shall contain the following statements: “This project was supported by Subgrant No. _____ awarded by the state administering office for the STOP Formula Grant Program/SASP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the view of the Department of Justice, Office on Violence Against Women.”

Subgrantee agrees one copy of all reports and any other written materials or products that are funded under the project to Federal Office on Violence Against Women by submitting it to the Iowa Attorney General's Crime Victim Assistance Division not less than 30 days prior to public release. If the written material is found to be outside the scope of the program or in some way to compromise victim safety, it will need to be revised to address these concerns or the funded program will not be allowed to use STOP funds to support the

further development or distribution of the materials.

All materials and publications (written, visual, or sound) resulting from the award activities shall contain the following statements: "This project was supported by subgrant No. _____ awarded by the state administering office for the SASP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice, Office on Violence Against Women.

Subgrantee agrees that any training or materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at [OVW Training Guiding Principles Grantees and Subgrantees](#).

OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the [OJP Training Guiding Principles for Grantees and Subgrantees](#).

The subrecipient will submit one copy of all reports and any other written materials, or products to CVAD no less than 30 days prior to public release. If the written material is found to be outside the scope of the program, deemed inappropriate, or in some way compromises victim safety, it will need to be revised to address these concerns, or the funded program will not be allowed to use the relevant CVAD federal or state funds to support further development, or distribution of the materials.

All publication and distribution agreements with a publisher will include provisions giving the Federal government a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for Federal government purposes

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

"The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice (or Department of Health and Human Services, Office of Violence Against Women, Office for Victims of Crime as appropriate) or the State of Iowa, Crime Victim Assistance Division"

Media

Advertising and public relations (§200.421)

a. The term advertising costs means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like.

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

1. The recruitment of personnel required by the non-Federal entity for performance of a Federal award (See also §200.463 Recruiting costs);
2. The procurement of goods and services for the performance of a Federal award;
3. The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or
4. Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

c. The term “public relations” includes community relations and means those activities dedicated to maintaining the image of the non-Federal entity or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

d. The only allowable public relations costs are:

1. Costs specifically required by the Federal award;
2. Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from 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, financial matters, etc.

e. Unallowable advertising and public relations costs include the following:

1. All advertising and public relations costs other than as specified in paragraphs (b) and (d) of this section;
2. Costs of meetings, conventions, convocations, or other events related to other activities of the entity (see also [§200.432 Conferences](#)), including:
 - (i) Costs of displays, demonstrations, and exhibits;
 - (ii) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and
 - (iii) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;
3. Costs of promotional items and memorabilia, including models, gifts, and souvenirs;
4. Costs of advertising and public relations designed solely to promote the non-Federal entity.

