



Chapter 1 Pre Award Requirements

The Crime Victim Assistance Division of the Iowa Attorney General's Office typically awards funds on a three year grant cycle (Oct 1-Sept 30 of each year). A request for proposals is typically released roughly one year in advance of the start of the new three year grant cycle. This chapter outlines the processes and requirements to obtain CVAD grant funds.

Grant Application and Allocation Overview

[Funding Timeline](#)

[Request for Proposal Process](#)

[Iowa Code Language and Administrative Rule](#)

Funding Timeline

The Victim Services Support (VSS) Program of the Iowa Attorney General's Crime Victim Assistance Division (CVAD) provides funding to organizations which provide services to victims of crime.

The application and funding process is approved by the Crime Victim Assistance Board. The VSS Program funds on a three-year cycle for victim service applicants and criminal justice programs. The funding cycle begins on October 1 of the first year and ends September 30 of the third year.

The application process begins with CVAD releasing a Request for Proposals (RFP) and typically includes the application, application instructions and a technical assistance workshop detailing how to apply for funding. Application workshops are conducted either in-person or via webinar. The workshop clarifies funding application requirements and the award process. The grant cycle process outlined below provides a general application timeline. The grant application and review timeline may change based on the funding initiative. It is highly recommended that applicants read open grant opportunities for specific details on timelines and conditions. The process typically includes:

- Funding application workshops
- Letters of intent due (if requested)
- Applications due
- Application review
- Crime Victim Assistance Board approves recommended awards
- Award notifications mailed to applicants
- Appeals submitted for reconsideration
- Crime Victim Assistance Board reviews appeals for funding
- Contracts are issued to all funded applicants

[back to top](#)

Request for Proposal Process

Iowa Administrative Rule (61-9.53 (13) states: in any year in which federal or state funds are available, the Crime Victim Assistance Division (CVAD) shall administer grants with eligible applicants. The amount of funds awarded shall be contingent upon the funds available. The director shall announce the opening of an application period through the IowaGrants.gov website and via public notice including but not limited to notice to current grantees and other eligible agencies identified by the program and posting on the [Attorney General's office website](#).

Applications must be received by 4:30 CST on the designated due date.

The RFP Grant Application process/timeline is as follows:

- RFP released
- Funding application workshops via webinar, or in-person
- Letter of intent is due (if requested)
- Grant/application review committee and CVAD review of applications and recommendations for award or denial
- CVAD Board meets to hear recommendations and vote on award approvals
- Denial and award letters sent to applicants

- Appeals or requests for reconsideration to CVAD
- CVAD Board will hear requests for reconsideration (appeals) for funding
- CVAD issues contracts to funded applicants
- Subrecipients return contracts back to CVAD

The available grant funding opportunities/RFP will contain information regarding:

- Purpose of the Funding Opportunity
- Project Period
- Eligibility Requirements
- Service Delivery Area
- Available Funds
- Application Overview including Application Deadline, Contract Period, Important Dates
- Grant Review Process
- Match Requirements (if applicable)

Proposals are reviewed and evaluated by a grant/application review committee and selected CVAD staff. The review committee includes persons with expertise in victim services, grant management, public policy or other related areas.

Iowa Attorney General's Crime Victim Assistance Division (CVAD) staff submit funding recommendations from the review committee and from CVAD staff to the Crime Victim Assistance Board. The Board determines final grant awards to the extent funds are available and to the extent the applicants meet eligibility criteria.

Types of Applications and Grants

The Victim Services Support (VSS) Program of the Iowa Attorney General's CVAD, provides funding to organizations providing services to victims of crime. Per Administrative Rule 9.53(1) and (2), there are two types of grants (applications) available through the VSS Program:

Competitive grants will be awarded based on the availability of funds, history and demonstration of quality of services provided, compliance with the requirements of the division, number of victims served, or cases investigated and prosecuted, population served, and geographical distribution of funds in the state. Preference shall be given to continued funding of successful grantees. [Administrative Rule 9.53(1)]

Focus grants will be awarded at the discretion of the Director and of the Deputy Attorney General who oversees the division. Focus grant funding must comply with all applicable state and federal rules and regulations. The total of focus grants from one funding source may not exceed 3 percent of the funds available from the funding source in one state fiscal year. [Administrative Rule 9.53(2)]

Awarding of focus applications is something that is done sparingly as CVAD strives for an open, competitive, fair process in distributing the funds. Applicants wishing to apply for a focus grant should review the requirements in **Application Review Process for Focus Grant Applications** below.

Notification of Availability of Funding

The CVAD director shall announce the opening of an application period through public notice including but not limited to notice to current grantees and other eligible agencies identified by the program and posting on the Attorney General's Office website. Applications must be received by the designated due date. [Per Administrative Rule 61-9.53(13)].

CVAD often issues a press release or other public notice notifying potential applicants of funding availability. CVAD program staff sends emails and other notifications at the opening of the funding cycle.

Letters of Intent to Apply

If required by the funding solicitation, an applicant must submit a letter of intent to apply for a CVAD grant. Letters of intent to apply for funding will not increase the chances of being selected for funding. Letters of

intent allow the CVAD staff to plan the grant review process. Applicants must be registered with IowaGrants.gov. If not already registered in IowaGrants.gov, click on the link above and follow the new user instructions. If a letter of intent is required per the RFP, applicants must either upload the letter of intent in IowaGrants.gov or follow alternate instructions provided in the RFP.

Applicants who apply for CVAD funding should be aware of all of the funding requirements and be willing to adhere to the certified assurances as set forth by CVAD and the federal funding sources.

Application for Funding

Each complete application must be submitted in the manner requested, by 4:30 pm CST on the due date. The application packet shall be made available upon request to all interested parties.

An applicant should have the following:

- Table of organization and articles of incorporation as required [Administrative Rule 61-(9.54(2))]
- Evidence of any insurance coverage the applicant carries for liability or property. [Administrative Rule 61-(9.54(3))]
- A federal DUNS number
- An active, federal System for Award Management ("SAM") registration

CVAD may allow combined applications from two or more agencies if a combined application will encourage cooperation between those agencies on behalf of crime victims. Each agency receiving funds under a combined application shall sign a grant contract for the use of awarded funds. [Administrative Rule 61-(9.54(4))]. Please contact the [VSS Administrator](#) with questions about this rule.

Applications should include the following [Administrative Rule 61-9.54 (13)(1-2)]:

A paragraph describing the agencies or units of government requesting the funds.

A description of services for which funding is being requested. The description shall include, but not be limited to, the following:

- a. The geographical area to be served.
- b. The crime victim population to be served.
- c. Victim eligibility requirements for the applicant's services
- d. A description of substantial financial support from other sources.
- e. The intended use of volunteers, if any.
- f. The stated goals and objectives of the program.
- g. A description of the proposed victim service, training, or technical assistance to be implemented during the funding year.
- h. The amount of grant funds requested.
- i. The amount of cash or in-kind resources or combination thereof which is committed where required by the division.
- j. A description of how the proposed victim service, training, or technical assistance will provide or improve services to victims of crime.
- k. Proof of coordination with appropriate agencies at the local level.
- l. A total program budget for all services provided by the applicant's crime victim program.
- m. A proposed budget for the requested grant funds.
- n. A list of other anticipated sources of income, including written commitments, if possible, and plans for continued funding of the grant-funded activities.
- o. Other information identified in the RFP.
- p. Signed certified assurances as required by state and federal statute or regulation.

Project or Program Budgets: For each contract year, agencies are to submit a budget prior to the issuance of a contract. This budget is specific to the funding cycle, generally 12 months (October 1 through September 30) and specific to the program or project. Program budget templates are included as part of the IowaGrants.gov application and the applicant will be required to submit the budget in a specified format.

Budget Justification: A budget justification is the narrative explanation, or description of proposed costs in a budget. The purpose of the budget justification is to help reviewers understand the breakdown of costs and how the costs were calculated. A budget justification template is included as part of the iowagrants.gov application. This form needs to be downloaded, completed and then uploaded into the grant application. The budget and the budget justification must match. Instructions for completing the budget justification form are included in the iowagrants.gov application and in the RFP. CVAD can require additional information from applicants.

Application workshops are generally conducted at the time a grant solicitation is released. Application workshops provide instruction on the grant application process and allow applicants to ask questions or seek clarification on the application process. The application workshops will be either held in person or provided via webinar and are recorded for later viewing.

Once the application has been released, to ensure fairness and equity, all questions must be submitted through iowagrants.gov. as described in the application instructions. Failure to adhere to this, may result in a disqualification of the application.

Extension on Application for Funding

[Administrative Rule 61-9.54(13)(1)].

Extensions on the filing deadline are rare and may be allowed only at the direction of the Director or VSS Administrator if there is good cause.

A request for an extension must be made to the VSS Administrator or Division Director, in writing, in advance of the application deadline. A request must be submitted on agency letterhead and must detail the need for an extension and the good cause reason(s) for why the request should be granted. The VSS Administrator or Division Director will make a determination and notify the agency within 72 business hours. The determination made by the Division Director shall be final.

Combined or Joint Agency Applications

[Administrative Rule 61-9.54(13)(4)]

Applicants are allowed to submit a combined application if a combined application (two or more agencies) will encourage cooperation between those agencies on behalf of crime victims. Each agency receiving funds under a combined application shall sign a grant contract for the use of awarded funds.

Combined applications are often submitted by criminal justice agencies, such as law enforcement offices filing from one community or county.

Examples:

- a. Law enforcement within a community or county will write one application for funding for an initiative involving several law enforcement agencies.
- b. Law enforcement agency writes a combination application with the local prosecutor's office.

Application Review Process for Competitive Applications

[Administrative Rule 61-9.57(13)]

CVAD shall conduct a preliminary review of each application to ensure the applicant is eligible, the application is complete, and the proposed victim service, training or technical assistance is consistent with the division's mission of providing quality assistance to crime victims and crime victim programs throughout the state.

Per [Rule 61-9.57\(2\)a](#), the grant review committee is comprised of representatives from the crime victim assistance board and experts in the field of victims services, grant administration and management and criminal justice.

The committee may include, but is not limited to the CVAD director, VSS staff, CVAD fiscal staff, law enforcement officer, a prosecutor, and other experts across professions in connection with victim services and best practices. The review committee should reflect diversity in gender, race, ethnicity, sexual orientation, geographic location, skills and expertise.

The ARC shall be provided with information related to the applicant's performance with previous funds, the quality and quantity of services provided, and community support for the applicant. The ARC shall review the content of the applications and information provided by the VSS staff and members of the ARC regarding the applicant and the geographical area to be served.

All ARC members are required to sign a [conflict of interest form](#).

CVAD uses generally accepted methods of application review including but not limited to checklists, quality scales, points-based systems, written comment by applicant reviewers, formulas based on past funding, population, clients served, region or area served, and available funds.

The VSS Administrator & Division Director oversee and manage the ARC meeting. The general flow of the ARC meeting is as follows:

- VSS Administrator makes introductions of all present, provides logistical information and reviews the process and packet of information with the ARC members.
- Recommendations for award, denial, or increase/decrease in the award amount for applications are presented by the ARC along with discussions of the reasons for their recommendations.
- VSS Administrator and CVAD Division Director provide comments about the applications reviewed, including applicants' fiscal history, history of program management, contact with VSS staff, performance reports and site monitoring reports as well as staff recommendations for funding.
- Prior to the ARC, the CVAD Accountant provides any additional comments on an applicant's budget, financial history of the program and audits received from prior funding years to the VSS Administrator and CVAD Director.
- VSS staff records all comments about why a program was recommended for approval or denial, including any special conditions, which may be required of the program.
- A VSS staff person or other designee by the VSS Administrator averages the scoring and funding recommendations by region and then the entire ARC including VSS staff determines whether the result is fair and equitable. Actual funding amounts may or may not be determined by the ARC, depending on the type of application.
- The final funding amount is determined by CVAD based on available funding or, by determination from the ARC, including any contract special conditions or areas where the VSS staff should provide technical assistance to the applicant.
- When applicable, the VSS Administrator, CVAD Accountant, or designee tracks the award amounts, as well as the amount available to distribute. The VSS Administrator and/or staff designee, track any contract special conditions and any areas of concern requiring technical assistance.
- The ARC is then thanked and released from their duties as reviewers. The VSS Administrator or designee provides the final recommendation of the programs selected by the ARC to received funding and if applicable, the amount of funding allocated to each program as recommended by the ARC. ARC reviewers volunteer their time to participate in the application review but may be compensated for travel related expenses at the discretion of CVAD.

Award Recommendations

ARC funding recommendations are prepared by CVAD and provided to the Crime Victim Assistance (CVAD) Board in advance of the next scheduled board meeting.

The CVAD Director may receive two-pronged recommendations from the VSS staff and the ARC:

1. which applicant programs and agencies to designate for funds during the grant cycle, and if applicable;
2. the amount of funds to be awarded to each designated program.

The Director has discretion to present a separate funding recommendation to the CVA Board.

The Board shall consider the recommendations of the ARC and the Director to determine final competitive awards to the extent funds are available and the application criteria have been met. The Board may reject any or all applications. The CVA Board designates the programs and agencies to receive funding and the amount of the award for each.

Application Review Process for Focus Grant Applications

[Administrative Rule 61-9.57(4)]

In selection of programs for a focus grant, a written proposal shall be solicited from current programs or other interested parties. Interested grantees shall submit a proposal to the director outlining the purpose, cost, and outcome of the proposed grant.

The director shall submit a recommendation to the Deputy Attorney General overseeing the CVAD, who shall make a final decision based on the availability of funds and the merits of the proposal.

Focus grant proposals can be submitted electronically or they can be mailed to the VSS Administrator, or Division Director at Crime Victims Assistance Division, 321 E. 12th Street, Des Moines, IA 50319.

Award Notifications

[Administrative Rule 61-9.58(13)]

Each applicant shall be notified, within 90 days of the application due date as to whether they have been denied or approved by the CVA Board. If approved, the applicant will also be informed of the amount of funds approved for the application. Each applicant receives notice through either an award letter, or a denial letter outlining the reason(s) for denial. The denial letter also outlines the Request for Reconsideration (appeal) instructions.

Requests for Reconsideration or Appeal Process

[Administrative Rule 61-9.59(13)(1-3)]

Each applicant may file a request for reconsideration (appeal) to the CVAD Board of the denial, the award amount, or both. The request for reconsideration must be submitted within ten working days of the date the notice of decision is mailed, or otherwise issued by the CVAD Director or VSS Administrator to the applicant. The request must state the specific grounds for reconsideration and must be provided in writing to the CVAD Director. Appealing a funding decision should be based on CVAD misconduct, ineffective review processes, disparities in funding or miscalculation of funding amounts.

Upon receipt of a request for reconsideration, the Division Director will provide a copy to the VSS Administrator. Notice will also be sent to all approved applicants whose funds may be affected by the request. The VSS Administrator and CVAD Director will provide a written response to the request for reconsideration. The VSS Administrator and CVAD Director will provide the CVAD Board or designated committee the following materials:

- appellant's application for funds;
- appellant's letter of appeal and any supporting documentation;
- award notification letter;
- application review notes and recommendations; and

- VSS written response to the appeal.

The CVAD Board or a committee designated by the board chairperson shall review the request in a timely manner. The CVAD Board will conduct an appeal hearing to review appeals and determine final funding awards. The CVAD Board allows the appellant to address the denial, or award recommendation in-person, or via telephone at the board meeting. Any applicant who may be adversely affected by the appeal is also invited to attend and participate in the appeal. CVAD Board members may ask questions of the appellant. A decision of the board or designated committee shall constitute final agency action.

Funds shall not be disbursed pending a request for reconsideration to the extent the funds are affected by the outcome of the request. Every applicant who could be adversely affected shall be notified if a request for reconsideration is approved, and awards are reduced as necessary.

In the event an original award denial or amount decision is overturned, adjustments are made to any other awards affected in the region, zone, project category, or service category for which the appeal was made. All affected grantees will be notified of the adjustments.

[back to top](#)

Iowa Code Languages and Administrative Rules

Authorizing Statutes in the Code of Iowa—Crime Victim Assistance Division

Iowa Department of Justice

Attorney General's Office

Iowa Crime Victim Assistance Division

Authorizing Statutes in the Code of Iowa

(Crime Victim Assistance Division)

13.31 Victim assistance program.

A victim assistance program is established in the department of justice, which shall do all of the following:

1. Administer grants received under the federal Victims of Crime Act pursuant to Pub. L. No. 98-473, Tit. 2, ch. 14, 42 U.S.C. § 10601, as amended by the federal Children's Justice and Assistance Act, Pub. L. No. 99-401, 100 Stat. 903 (1986).
2. Administer the state crime victim compensation program as provided in [chapter 915](#).
3. Administer the domestic abuse program provided in [chapter 236](#) and the sexual abuse program provided in [Chapter 236A](#).
4. Administer the family violence prevention and services grants pursuant to the federal Child Abuse Amendments of 1984, Pub. L. No. 98-457, 42 U.S.C. § 10401.
5. Administer payment for sexual abuse medical examinations pursuant to [section 915.41](#).
6. Administer the violence against women program and grants received pursuant to the federal Violence Against Women Act, Tit. IV of the Violent Crime Control and Law Enforcement Act of 1994, Pub. L. No. 103-322, 42 U.S.C. § 13701.
7. Administer an automated victim notification system as authorized pursuant to [915.10A](#).

[89 Acts, ch 279, §1 \(PDF\)](#); [90 Acts, ch 1251, §1 \(PDF\)](#); [91 Acts, ch 181, §16 \(PDF\)](#); [98 Acts, ch 1090, §58, 84 \(PDF\)](#); [2002 Acts, ch 1016, §1 \(PDF\)](#); [2007 Acts, ch 27, §1 \(PDF\)](#); [2017 Acts, ch 121, §1 \(PDF\)](#)

Federal Act reference updated pursuant to Code editor directive

Iowa Authorizing Statutes in the Code of Iowa-Victim Services Support Program

Victim Services Support Program

(Domestic Abuse and Sexual Abuse Program and domestic and sexual abuse hotlines)

236.16 Department powers and duties.

1. The department shall:
 - a. Designate and award grants for existing and pilot programs pursuant to [this chapter](#) to provide emergency shelter services and support services to victims of domestic abuse.
 - b. Design and implement a uniform method of collecting data from domestic abuse organizations funded under [this chapter](#).
 - c. Designate and award moneys for publicizing and staffing a statewide, toll-free telephone hotline for use by victims of domestic abuse. The department may award a grant to a public agency or a private, nonprofit organization for the purpose of operating the hotline. The operation of the hotline shall include informing victims of their rights and of various community services that are available, referring victims to service providers, receiving complaints concerning misconduct by peace officers and encouraging victims to refer such complaints to the office of ombudsman, providing counseling services to victims over the telephone, and providing domestic abuse victim advocacy.
 - d. Advertise the toll-free telephone hotline through the use of public service announcements, billboards, print and broadcast media services, and other appropriate means, and contact media organizations to encourage the provision of free or inexpensive advertising concerning the hotline and its services.
 - e. Develop, with the assistance of the entity operating the telephone hotline and other domestic abuse victim services providers, brochures explaining the rights of victims set forth under [Section 236.12](#) and the services of the telephone hotline, and distribute the brochures to law enforcement agencies, victim service providers, health practitioners, charitable and religious organizations, and other entities that may have contact with victims of domestic abuse.
2. The department shall consult and cooperate with all public and private agencies which may provide services to victims of domestic abuse, including but not limited to, legal services, social services, prospective employment opportunities, and unemployment benefits.
3. The department may accept, use, and dispose of contributions of money, services, and property made available by an agency or department of the state or federal government, or a private agency or individual.

[85 Acts, ch 175, §7; 89 Acts, ch 279, §6; 91 Acts, ch 218, §15; 2013 Acts, ch 10, §30 \(PDF\)](#)

Iowa Administrative Code Iowa Administrative Rules Code-Crime Victim Assistance Division & Crime Victim Assistance Board

Attorney General — 61

Chapter 9

VICTIM ASSISTANCE PROGRAM

(Crime victim assistance division)

DIVISION I

ADMINISTRATION

(Crime Victim Assistance Board)

61—9.1(912) Definitions.

“Board” means crime victim assistance board.

“Department” means Iowa department of justice.

“Director” means director of the crime victim assistance division established in the department of justice.

61—9.2(912) Board.

9.2(1) A crime victim assistance board is established pursuant to Iowa Code section 912.2A.

9.2(2) Members of the board shall serve terms for three years and are eligible for reappointment to the board by the attorney general.

9.2(3) The initial term of the board members shall commence on 7/1 of the state fiscal year.

61—9.3(912) Expenses.

9.3(1) Board members shall be reimbursed from the victim’s compensation fund for expenses actually and necessarily incurred in the discharge of their duties including attendance at board meetings, board committee meetings, and other activities on behalf of the board as designated by the board chair and approved by the department. Reimbursement for expenses shall conform with guidelines established by the department of revenue.

9.3(2) A member of the board may receive, in addition to actual expense reimbursement, a per diem which conforms with guidelines established by the department of revenue.

9.3(3) Expenses of the board and individual members shall be submitted to the director.

61—9.4(912) Chair of the board.

9.4(1) The attorney general shall select one of the members of the board to serve as chair of the board. The chair shall serve at the pleasure of the attorney general.

9.4(2) A member who is chair of the board and relinquishes or is removed as the chair may maintain board membership for the remainder of the term for which the member was originally appointed.

61—9.5(912) Resignations.

9.5(1) Resignations from the board shall be made to the attorney general.

9.5(2) Whenever a member of the board ceases to have the statutory qualifications for appointment to the board, that member shall be considered to have resigned and a vacancy shall occur on the board.

9.5(3) A board member shall be deemed to have submitted a resignation from the board if any of the following events occur:

- a. The member does not attend three or more consecutive regular meetings of the board. This paragraph does not apply unless the first and last of the consecutive meetings counted for this purpose are at least 30 days apart.
- b. The person attends less than one-half of the regular meetings of the board within any period of 12 calendar months beginning July 1. This paragraph applies only to such a period beginning on or after the date when the person is appointed to the board.
- c. If the member receives no notice and had no knowledge of a regular meeting and gives the attorney general a sworn statement to that effect within ten days after the person learns of the meeting, such

meeting shall not be counted for the purposes of this rule.

- d. The attorney general at the attorney general's discretion may accept or reject such resignation. If the attorney general accepts it, the attorney general shall notify the member, in writing, that the resignation is accepted pursuant to this rule. The attorney general shall then make another appointment to fill the vacancy.

61—9.6(912) Vacancies. Barring unusual circumstances, vacancies on the board shall be filled within 45 days after the attorney general is advised of the vacancy. Vacancies shall be filled for the remainder of the vacant term.

61—9.7(912) Meetings. The board shall meet a minimum of once per quarter. The board may also meet at the call of the chair or upon the written request to the chair of at least five members of the board.

61—9.8(912) Duties of board. The board shall adopt rules pursuant to Iowa Code chapter 17A relating to the administration of the crime victim assistance division including the adoption of administrative rules relating to the following:

1. Administration of grants received under the federal Victims of Crime Act of 1984 pursuant to Pub. L. No.98-473, Title 2, Chapter 14, 42 U.S.C. Section 10601, as amended by the Children's Justice and Assistance Act of 1986, Pub. L. No.99-401, 100 Stat. 903 and as amended by the Anti-Drug Abuse Act of 1988, Title VII, subtitle D, Pub. L. No.100-690.
2. Administration of the Family Violence Prevention and Services Act grant pursuant to the federal Child Abuse Amendments of 1984, Pub. L. No.98-457, 42 U.S.C. Section 10401, reauthorized in 1988, Pub. L. No.100-294.
3. Administration of the domestic abuse and rape crisis funds and the Iowa domestic abuse hotline funds provided in Iowa Code chapter 236.
4. Administration of other grants or funds available by public law for victim assistance and administered by the department.
5. Administration of the victim compensation program provided in Iowa Code chapter 912.
6. Administration of sexual abuse examination payments as provided in Iowa Code section 709.10.
7. Appeal procedures for victim compensation claims denied by the department.
8. Appeal procedures for grants administered by the department and denied by the board.

61—9.9(912) Director and staff. The attorney general shall employ a director and staff for the victim assistance division and they shall be employees of the department.

61—9.10(912) Duties of department. In addition to the duties contained in Iowa Code section 13.13, the department shall:

1. Administer other funds, grants, or programs for victim assistance created by public law or the department.
2. Provide administrative support to the board.
3. Enter into agreements under Iowa Code chapter 28E or other law including agreements with other state agencies and political subdivisions for the transfer to the department of funds authorized by law for victim service programs.
4. Accept, use, and dispose of contributions of money, services, and property, which are made available by an agency or department of the state or any of its political subdivisions, the federal government, a private agency, or an individual, that are specifically designated for crime victim assistance programs.

61—9.11 to 9.24 Reserved.

Iowa Administrative Rule Code-Victim Services Grant Program

VICTIM SERVICES GRANT PROGRAM

(Victim Services Support Program)

61—9.50(13) Administration of the victim services grant program. The victim services grant program of the Iowa department of justice shall administer the victim services grants as provided in Iowa Code chapters

13 and 236. All questions, comments, requests for information, or applications for grant funds shall be directed to the victim services grant program. Requests should be addressed to: Crime Victim Assistance Division, Iowa Department of Justice, 321 East 12th Street, Lucas State Office Building, Ground Floor, Des Moines, Iowa 50319, telephone (515)281-5044.

61—9.51(13) Definitions. As used in this chapter:

“Applicant” means a public or private nonprofit program that provides direct services to crime victims or training and technical assistance to crime victim service providers and that makes a request for funds from the victim services grant program.

“Application” means a request which complies with federal and state requirements for funds from the following funding streams:

1. The federal Victims of Crime Act.
2. The state domestic and sexual abuse program funds provided for in Iowa Code chapter 236.
3. The federal Family Violence Prevention and Services Act.
4. The federal Violence Against Women Act.
5. Other grants or funds available by law for crime victim assistance.

“Board” means the crime victim assistance board.

“Competitive grant” means a grant for which the division solicits a request for proposals (RFP) from eligible applicants, reviews the applications for eligibility and completeness, and then convenes a grant review committee to recommend grant awards to the crime victim assistance board.

“Crime victim center” means a crime victim center as defined in Iowa Code section 915.20A(1).

“Department” means the Iowa department of justice.

“Director” means director of the crime victim assistance division of the Iowa department of justice.

“Division” means the crime victim assistance division of the Iowa department of justice.

“Focus grant” means a one-time grant for specific activities, including but not limited to training, travel, or materials, awarded at the discretion of the division directly to a program that has received a competitive grant in the fiscal year.

“Funding stream” means a distinct source of federal or state funding available for grants.

“Grant” means a competitive or focus grant award to a local or statewide government or private nonprofit agency.

“Grantee” means a local or statewide government or private nonprofit agency that is awarded or receives funds from the crime victim assistance division.

“Grant review committee” means a division committee designated to review grant applications.

“Justice support” means duties performed in the justice system related to investigation, prosecution, or disposition of a criminal case that assist or inform a victim of crime.

“Program” means the victim services grant program of the Iowa department of justice.

“RFP” means request for proposals.

“Victim” means a crime victim as defined in Iowa Code section 915.80.

61—9.52(13) Program description. Any eligible local or statewide government or private nonprofit agency or a combination thereof may apply for and receive a grant through the program. The program shall operate as a competitive and focus grants program and be administered by the department. A contractual agreement specifying the terms of the grant award shall be executed between the department and the approved applicant.

61—9.53(13) Availability of grants. In any year in which federal or state funds are available, the division shall administer grants with eligible applicants. The amount of the funds awarded shall be contingent upon the funds available. The director shall announce the opening of an application period through public notice including but not limited to notice to current grantees and other eligible agencies identified by the program. Applications must be received by the designated due date.

9.53(1) Competitive grants will be awarded based on the availability of funds, history and demonstration of quality of services provided, compliance with the requirements of the division, number of victims served or cases investigated and prosecuted, population served, and geographical distribution of funds in the state. A preference shall be given to continued funding of successful grantees.

9.53(2) Focus grants will be awarded at the discretion of the director and of the deputy attorney general who oversees the division. Funds utilized for focus grants must comply with all applicable state and federal rules and regulations. The total of focus grants from one funding source may not exceed 3 percent of the funds available from the funding source in one state fiscal year.

61—9.54(13) Application requirements. Applicants shall submit applications to: Crime Victim Assistance Division, Iowa Department of Justice, 321 East 12th Street, Lucas State Office Building, Ground Floor, Des Moines, Iowa 50319. Applications shall be in the form prescribed by the division and shall be available upon request to all interested parties.

9.54(1) To be included in the review process and considered for funding, an application shall be received in the offices of the division by 4:30 p.m. on the due date. Applications may be delivered to the division during regular business hours any time prior to the deadline. An extension of the filing deadline may be requested of the director or grant administrator prior to the deadline and may be granted for good cause. The determination of a good cause extension by the division director shall be final.

9.54(2) An applicant shall have on file with the division current copies of the applicant’s table of organization and articles of incorporation as required.

9.54(3) An applicant shall have on file with the division evidence of any insurance coverage the applicant carries for liability or property.

9.54(4) The division may allow combined applications from two or more agencies if a combined application will encourage cooperation between those agencies on behalf of crime victims. Each agency receiving funds under a combined application shall sign a grant contract for the use of awarded funds.

61—9.55(13) Contents of application. Each application shall contain the following information:

9.55(1) A paragraph describing the agencies or units of government requesting the funds.

9.55(2) A description of services for which funding is being requested. The description shall include, but not be limited to, the following:

- a. The geographical area to be served.
- b. The crime victim population to be served.
- c. Victim eligibility requirements for the applicant’s services.
- d. A description of substantial financial support from other sources.

- e. The intended use of volunteers, if any.
- f. The stated goals and objectives of the program.
- g. A description of the proposed victim service, training, or technical assistance to be implemented during the funding year.
- h. The amount of grant funds requested.
 - i. The amount of cash or in-kind resources or combination thereof which is committed where required by the division.
 - j. A description of how the proposed victim service, training, or technical assistance will provide or improve services to victims of crime.
- k. Proof of coordination with appropriate agencies at the local level.
 - l. A total program budget for all services provided by the applicant's crime victim program.
- m. A proposed budget for the requested grant funds.
- n. A list of other anticipated sources of income, including written commitments, if possible, and plans for continued funding of the grant-funded activities.
- o. Other information identified in the RFP.
- p. Signed certified assurances as required by statute or regulation.

61—9.56(13) Eligibility requirements. Funds must be used only to provide victim services, or justice support to victims of crime, and training or technical assistance to victim service providers and allied professionals. Program grants shall not be used to supplant other available or mandated funds. An applicant must meet the following requirements:

9.56(1) The applicant shall be a public agency or private nonprofit organization, or combination thereof, that provides services to crime victims or training and technical assistance to victim service providers and allied professionals.

9.56(2) The applicant shall provide services to victims of crime through crime victim centers, law enforcement officers, prosecutors, and other allied professionals. Services provided to victims by crime victim centers shall include but are not limited to crisis intervention, law enforcement and court advocacy, group and individual follow-up counseling, transportation, and information and referral.

9.56(3) An applicant providing services to victims of domestic abuse must also provide or arrange safe shelter for victims and their children when needed at no cost to the victims. To ensure staff training and best practice standards, preference will be given to domestic abuse programs certified by the Iowa Coalition Against Domestic Violence.

9.56(4) An applicant providing services to victims of sexual abuse must also provide support to victims at the time of an evidentiary sexual abuse examination. To ensure staff training and best practice standards, preference will be given to sexual abuse programs certified by the Iowa Coalition Against Sexual Assault.

9.56(5) The applicant shall promote within the community a coordinated public and private effort to assist victims.

9.56(6) The applicant shall be an equal-opportunity employer and provide services on an equal-opportunity basis.

9.56(7) The applicant shall comply with applicable federal and state statutes and rules, all requirements specified in the grant between the department and any outside funding source, and all requirements in the RFP or any other contractual document.

9.56(8) The applicant shall assist victims in seeking state compensation benefits.

9.56(9) The applicant shall have a grievance procedure established for victims, employees and volunteers.

9.56(10) The applicant shall ensure that all employees and volunteers of crime victim centers that provide direct services to victims are trained as victim counselors as defined in Iowa Code section 915.20A.

9.56(11) The applicant shall provide services within the geographical service area without regard to a victim's ability to pay.

9.56(12) An existing program must document results of prior programming that demonstrate that the needs of victims have been met effectively and that the applicant has financial support from other sources.

61—9.57(13) Selection process. The division shall conduct a preliminary review of each application to ensure that the applicant is eligible, the application is complete, and the proposed victim service, training or technical assistance is consistent with the division's mission of providing quality assistance to crime victims and crime victim programs throughout the state.

9.57(1) In selection of competitive grantees, the division may utilize generally accepted methods of grant review including but not limited to checklists, quality scales, written comments by grant review committee members, and formulas based on past funding, population, clients served and available funds.

9.57(2) In selection of competitive grantees, the division shall establish a grant review committee. The committee shall submit recommendations for grant awards to the director. The director shall submit to the board the recommendations of the grant review committee and any alternative recommendations by the program staff.

- a. The committee shall be comprised of representatives from the crime victim assistance board and experts in the fields of victim services, grant administration and management, and criminal justice.
- b. The division shall provide the committee with information related to the applicant's performance with previous grants, the quality and quantity of services provided, and community support for the applicant.
- c. The committee shall review the content of the grant applications and information provided by the division and members of the committee regarding the applicant and the geographical area to be served

9.57(3) The board shall consider the recommendations of the grant review committee and the director to determine final competitive grant awards to the extent that funds are available and to the extent to which applications meet the RFP criteria. The board may reject any or all applications.

9.57(4) In selection of grantees for a focus grant, a written proposal shall be solicited from current grantees. Interested grantees shall submit a proposal to the director outlining the purpose, cost, and outcome of the proposed grant. The director shall submit a recommendation to the deputy attorney general for criminal justice who shall make a final decision based on the availability of funds and the merits of the proposal.

61—9.58(13) Notification of applicants. An applicant shall be notified within 90 days after the application due date whether the application has been denied or approved by the board and the amount of funds approved for the application.

61—9.59(13) Request for reconsideration.

9.59(1) An applicant may file with the board a request for reconsideration of the denial or of the amount of an award. The request for reconsideration must be submitted within ten working days of the date the notice of decision is mailed or otherwise issued by the director to the grantee. The request must state grounds for reconsideration. The board or a committee designated by the board chairperson shall review the request in a timely manner. A decision of the board or designated committee shall constitute final agency action.

9.59(2) At the time a request for reconsideration is received by the director, notice that a request for reconsideration has been filed shall be sent to all approved applicants whose funds may be affected by the request.

9.59(3) Funds shall not be disbursed pending a request for reconsideration to the extent that the funds are affected by the outcome of the request. Every applicant that would be adversely affected shall be notified if a request for reconsideration is approved, and grant awards shall be reduced as necessary.

61—9.60(13) Contract agreement.

9.60(1) A contract shall be negotiated by the department and the applicant.

9.60(2) Prior to entering into a contract, the department or the board may require modification of the proposed program, submission of further information or documents, or other stipulation of the applicant. The required modification, information, document, or stipulation shall be specified in the notification of grant award.

9.60(3) The applicant or the department may request a modification of the program budget to reflect the amount, expenses and activities allowed by the grant award. Both parties must agree to any modification of the grantee program budget.

9.60(4) In the event of a state, federal, or other audit, the grantee shall be responsible for the audit and liable for payment of any funds required to conduct the audit, to compensate for any grant disallowance, or to repay any funds received or spent contrary to the contract, these rules, or applicable law.

9.60(5) Funds shall be spent to meet the program proposals as provided in the contract. Expenditures shall be reimbursed pursuant to regular reimbursement procedures of the state of Iowa.

9.60(6) The grantee shall sign the certified assurances for the grant program at the time of application and at any time requested by the division.

9.60(7) Nothing in these rules shall be construed as limiting the remedies available to the state or the program for improper use of grant funds or other breach of the grantee's duties under the contract and applicable law.

61—9.61(13) Performance reports. Performance reports shall be submitted to the division from all grantees. Failure to submit reports by the due date shall result in suspension of financial payments to the grantee by the program until such time as the report is received. Delinquent or inadequate reports from prior grants may detrimentally influence the award of grants for the following year.

61—9.62(13) Termination. Contracts may be terminated for the following reasons:

9.62(1) *Termination by grantee.* The grantee may terminate the contract at any time during the contract period by providing notice to the division.

9.62(2) *Termination by department.* The department may terminate a contract upon a ten-day notice when the grantee or any of its subcontractors fail to comply with the grant award stipulations, standards or conditions. The department may terminate a contract when there is a reduction of funds by executive order or otherwise.

9.62(3) *Termination for cause.* If the grantee fails to fulfill its obligations under the agreement properly or on time, or otherwise violates any provision of the agreement, the board may terminate the agreement by written notice to the grantee. The notice shall specify the acts or omissions relied on as cause for termination. All finished or unfinished products and services provided by the grantee shall, at the option of the department, become state property. The department shall pay the grantee fair and equitable compensation for satisfactory performance prior to receipt of notice of termination minus any funds owing to the department, e.g., damages for breach, improperly spent funds.

61—9.63(13) Financial statement supplied. Within 45 days of the termination, the grantee shall supply the department with a financial statement detailing all costs incurred up to the effective date of the termination.

61—9.64(13) Indemnification. The grantee shall defend, indemnify, and hold harmless the state of Iowa, its officers, agents and employees and any of the state's federal funding sources for:

1. Grantee's performance or nonperformance of a contract entered into or violation of these rules.
2. Grantee's activities with subcontractors and all other third parties, or any other act or omission by a grantee, its agents, officers, and employees.

61—9.65(13) Records. Grantees shall keep statistical records of services provided and any other records as required by the division. The division shall have immediate access during working hours to records pertaining to the contract. No notice need be provided the grantee prior to inspection of the records.

These rules are intended to implement Iowa Code section 13.31.

61—9.66 to 9.79 Reserved.

[back to top](#)

Eligibility Requirements

For a detailed description of Grant specific eligibility requirements, that includes the type of agency/organization eligible to apply, please proceed to [Chapter XXV. CVAD Fund Sources Chapter](#).

General Eligibility Requirements per [Administrative Rule 61-9.56(13)(1-12)]

An applicant must meet the following requirements:

- The applicant shall be a public agency or private nonprofit organization, or combination thereof, that provides services to crime victims, or training and technical assistance to victim service providers and allied professionals.
- The applicant shall provide services to victims of crime through crime victim centers, law enforcement officers, prosecutors, and other allied professionals. Services provided to victims by crime victim centers shall include but are not limited to crisis intervention, law enforcement and court advocacy, group and individual follow-up counseling, transportation, and information and referral.
- An applicant providing services to victims of domestic abuse must also provide or arrange safe shelter for victims and their children when needed, at no cost to the victims. To ensure staff training and best practice standards, preference will be given to domestic abuse programs certified by the Iowa Coalition Against Domestic Violence.
- An applicant providing services to victims of sexual abuse must also provide support to victims at the time of an evidentiary sexual abuse examination. To ensure staff training and best practice standards, preference will be given to sexual abuse programs certified by the Iowa Coalition Against Sexual Assault.
- The applicant shall promote within the community a coordinated public and private effort to assist victims.
- The applicant shall be an equal-opportunity employer and provide services on an equal-opportunity basis.
- The applicant shall comply with applicable federal and state statutes and rules, all requirements specified in the grant between the department and any outside funding source, and all requirements in the RFP or any other contractual document.
- The applicant shall assist victims in seeking state compensation benefits.
- The applicant shall have a grievance procedure established for victims, employees and volunteers.
- The applicant shall ensure that all employees and volunteers of crime victim centers that provide direct services to victims are trained as victim counselors as defined in Iowa Code section 915.20A.
- The applicant shall provide services within the geographical service area without regard to a victim's ability to pay.
- An existing program must document results of prior programming that demonstrate the needs of victims have been met effectively and the applicant has financial support from other sources.

Certified Assurances

Applicants are required to abide by the certified assurances associated with the relevant funding streams. Failure to abide by the certified assurances could suspend or terminate contracts associated with the violation of said assurance.

If you have any questions about certified assurances, please contact CVAD.

Victims of Crime Act (VOCA) The purpose of the Victims of Crime Act (VOCA) funding is to provide high quality services that directly improve the health and well-being of victims of crime with priority given to victims of child abuse, domestic violence, sexual assault and services for previously underserved victims. The Office for Crime Victims (OVC) makes annual VOCA crime victim assistance grants from the Fund to states.

[VOCA Certification](#)

Violence Against Women Act (VAWA)-STOP Violence Against Women Funds promote a coordinated, multidisciplinary approach to improving the criminal justice system's response to violence against women. This approach envisions a partnership among law enforcement, prosecution, the courts, victim advocates and service providers to ensure victim safety and offender accountability.

[STOP Violence Against Women Certification](#)

Family Violence Prevention and Services Act (FVPSA) funding supports programs that prevent incidents of family violence, domestic violence and dating violence. FVPSA Programs provide immediate shelter, supportive services and access to community-based programs for victims of family violence, domestic violence, or dating violence as well as for their dependents.

[Family Violence and Prevention Services Certification](#)

Sexual Assault Services Program (SASP) funding is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims and those collaterally affected by the sexual assault.

[Sexual Assault Services Program Certification](#)

State Domestic Abuse and Sexual Abuse Program Funds provides funding to support services provided by sexual abuse and rape treatment centers, domestic abuse programs, domestic abuse shelters, and other community-based victim coalitions.

[State Domestic Abuse and Sexual Abuse Funded Program Certification](#)

Federal Funding Accountability and Transparency Act of 2006 (FFATA)

Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282 Certification:

The potential subrecipient applying for federal funding must comply with FFATA. In order to apply for federal funding with CVAD, the agency must have a DUNS number, register at www.SAM.gov and maintain an active registration, and when appropriate, must comply with Executive Compensation Reporting.

FFATA was signed on September 26, 2006, and requires the existence of a [single searchable website](#), accessible by the public at no cost, that includes information about where and how federal funds are spent. This includes information on grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance funded with federal funds. Federal grant awards of \$25,000 or more began being reported October 1, 2010. State agencies that receive federal awards now report subgrant information for public access.

DUNS Number: To enable state agencies that receive federal awards to report this information, subrecipients are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine-digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants a DUNS number is required to receive federal funding. For more information and to obtain a DUNS number go to the [Dun and Bradstreet website](#).

SAM Registration: Subrecipients are required to register with the System for Award Management (SAM). SAM is a centrally located database of all grantees and contractors with the federal government. In order to register you must have a DUNS number. Registration can be done on the [SAM.gov website](#). There is no cost to register for a SAM.gov account.

Executive Compensation Reporting: FFATA now requires subrecipients of federal funds to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet all of the following criteria:

1. 80 percent or more of the subrecipient's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
3. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the [U.S. Security and Exchange Commission total compensation filings](#)).

Conflict of Interest

Personnel and other officials connected with agency-funded programs shall adhere to the following requirements:

Subrecipients—Appearance: In the use of agency project funds, officials or employees of State or local units of government and non-governmental subrecipients shall avoid any action that might result in, or create the appearance of:

- Using an official position for private gain;
- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels;
- Affecting adversely the confidence of the public in the integrity of the government or the program.

For example, where a recipient of federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should recuse him- or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

Conflict of Interest- Grant Application Reviewer

It is the responsibility of the application reviewer to notify CVAD if there is a possible conflict of interest in reviewing a specific funding application he/she has been assigned to review, score and make a funding recommendation.

A conflict of interest exists when the application reviewer, his/her immediate family, partners or organizations have a direct financial interest in a funding application assigned to the reviewer. Furthermore, a conflict exists when the vote of any member is influenced or may appear to the public to be influenced, by some consideration apart from the merits of the issue being voted upon.

Prior to someone becoming a grant application reviewer, they will be required to complete and submit a [conflict of reviewer form](#). he attached Conflict of Reviewer form.

