



IOWA DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL

Attorney General Tom Miller

## Bi-Annual Performance Reports (Required of All Subrecipients)

All subrecipients receiving CVAD funds, must complete CVAD Bi-Annual Performance reports, which are specific to the type of programming your agency provides. For example, there is a report specifically for victim service organizations, which is different from law enforcement and prosecution organizations. Grantees are required to complete each section of the report specific to their program type.

Grantees identified as the following: Domestic Abuse Comprehensive (DAC), Sexual Abuse Comprehensive (SAC), Shelter-Based Victim Services, Statewide Victim Coalition, Culturally Specific Programs (CSP), Statewide Victim Hotline or Survivor of Homicide Program are required to use the Empower Database System (Empower DB) provided by CVAD. The reporting section of Empower DB has the capability of printing the reports. Grantees who are required to use Empower DB will run their bi-annual performance report in the Empower DB system and then submit them in the Performance Reports component of [IowaGrants.gov](http://IowaGrants.gov).

Empower DB has an assortment of instructional videos illustrating data entry and how to navigate the system in the Database Documentation Section.

[EmpowerDB activity definitions](#) will be used by anyone completing required reports. This comprehensive listing of activities and their corresponding definitions is designed to assist those agencies using EmpowerDB; however, all grantees will benefit from information in the document.

The [CVAD Biannual reporting templates](#) can be found on the Attorney General's website.

Grantees are to submit their CVAD bi annual reports in the Performance Reports component of [IowaGrants.gov](http://IowaGrants.gov).

## OTHER REPORTS

Any other reports such as Law Enforcement, Violence Against Women Prosecutors, Victim Witness Coordinators and VOCA Projects can be found [here](#).

