



IOWA DEPARTMENT OF JUSTICE OFFICE OF THE ATTORNEY GENERAL

Attorney General Tom Miller

Budgets

CVAD requires subrecipients to submit a program/project budget for each year of their contract, (usually Oct to Sept). This budget must be approved by CVAD and entered into iowagrants.gov prior to claim submission or reimbursement.

Within 90 days of the start of a grant period, subrecipients are to submit their entire agency budget to CVAD. The agency budgets are to be submitted via email to the grant manager.

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Budget Revision Requests

Budget line items in funding applications are estimates of budget expenditures. Subrecipients often need to modify a budget. Subrecipients must submit a formal budget revision for the following reasons:

1. Moving more than 10% of the total grant;
2. Altering a single cost category by more than 10% either up or down;
3. Adding a line item not on the original approved budget;
4. Adding equipment;
5. Changes affecting the indirect cost line item

Budget revisions are requested by outlining how much you are asking to move, from one expense type to another (payroll, benefits, travel, communications, etc.) why the funds are available to move and how the request impacts the goals/objectives outlined in your application. Budget revision requests are to be emailed to your grant manager. A subrecipient risks costs not being reimbursed if they alter their budget without prior approval. Budget requests will not be accepted within thirty days of the end of the project period without extenuating circumstances and prior approval.

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Claims for Reimbursement

Victim Services funds are reimbursement awards. This means the subrecipient incurs expenses and provides documentation as required for each expense. They then submit a claim for reimbursement iowaGrants.gov.

All CVAD funded subrecipients may submit either monthly or quarterly claims for reimbursement. Once a choice has been made, you must remain consistent through the contract period. When required, documentation for each expenditure claimed for reimbursement or as match, is submitted in

IowaGrants.gov. Claims must be submitted by the last day of the month following the expenditure. For example, July claims are due by August 31.

When required, victim service and VOCA initiative programs submitting claims must submit expense summaries for expenses and match. Criminal justice programs (law enforcement, prosecution and victim witness coordinators) are not required to use expense summaries unless otherwise directed by Victim Services Support Program (VSS) staff. Review the [instructions on submitting claims](#) in IowaGrants.gov and claims reimbursement process for more information.

Click on [Victim Services Expense Summaries](#) to download the expense summaries for victim service programs (Domestic Abuse Comprehensive, Sexual Abuse Comprehensive, Shelter-Based Victim Services, Culturally Specific Programs, VOCA Projects, Statewide Coalitions, Statewide DA/SA Hotline/Chat Line and Homicide/Other Violent Crime programs).

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Expense Categories:

Each budget and claim for reimbursement form is broken out by types of expenses or expense categories. Below is a list of the expense categories and a detailed chart with examples of the types of items for which an agency can request reimbursement and examples of standard supporting documentation.

- *Payroll 1 & Payroll 2*
- *Benefits 1 & Benefits 2*
- *Travel for services*
- *In-State Travel & Training*
- *Out of State Travel & Training*
- *Contractual Services*
- *Equipment*
- *Repairs/Maintenance*
- *Rent*
- *Utilities*
- *Communications*
- *Advertising*
- *Supplies*
- *Insurance*
- *Client Assistance*
- *Indirect Costs*

When submitting claims for reimbursement, the subrecipient's assigned financial risk level designation (see [Chapter XXI Subrecipient Monitoring](#)) will determine which expense items will need to include supporting documentation.

All expenses must be allocable, eligible and reasonable. CVAD has the right to deny an expense if it not allowable under the funding stream, not necessary, not in the approved budget, or deemed to be unreasonable.

[Download an expense category chart.](#)

Expense Category	Examples of Eligible Expenses	Supporting Documentation
Payroll	Payroll of grant funded staff for reimbursement or use as match	<ul style="list-style-type: none">• Payroll check register, or payroll report to verify gross wages• Payroll stubs showing gross pay and distribution• Payroll spreadsheet showing

Benefits	FICA, Health, Dental, Vision, Life, Unemployment Insurances; Retirement and Disability	<ul style="list-style-type: none"> ● allocation by fund ● Premium statements or invoices from insurance or retirement providers ● Iowa Workforce Development quarterly SUTA reports ● Deposits of payroll taxes ● Payroll reports reflecting employer costs
Travel & Training*	Mileage or rental car, meals, lodging, parking, airfare, ground transport, baggage fees, conference registration fees, staff mileage for regular work duties such as transporting victims.	<ul style="list-style-type: none"> ● Itemized meal receipts must be included ● Itemized hotel statement/invoice ● Staff requests for reimbursement ● Documentation of travel (mileage record, conference registration form, agenda, etc.) ● Travel purpose ● Taxi/bus/train receipts ● Airline confirmation
Contractual Services^	Book-keeping and accounting fees, security services, therapy services, etc.	<ul style="list-style-type: none"> ● Statements or invoices showing the date(s) of service, the total amount owed, the amount paid, and the contract period.
Equipment	Printers, computers, laptops, scanners, tablets, phones, and other equip used for approved programming	<ul style="list-style-type: none"> ● Vendor receipts or invoices for each item ● A description of the item purchased
Repairs/Maintenance	Building & Equipment maintenance (copier, lawn care, etc.)	<ul style="list-style-type: none"> ● Vendor receipts or invoices showing the date or dates of service, the total amount owed, and the amount paid, with a copy of the check.
Rent	Business, shelter & outreach offices	<ul style="list-style-type: none"> ● Vendor receipts or invoices showing the rental period & the location address (unless confidential) ● Copy of signed contract/lease agreement

Utilities	Electric, water, waste removal, satellite cable	<ul style="list-style-type: none"> ● Statements or invoices showing the usage period & the location address (unless confidential)
Communications	Cell phone plans, landline services, internet, intercoms, TDD /relay machines/VP systems, etc.	<ul style="list-style-type: none"> ● Statements or invoices from provider

If your victim service program receives more than one funding stream, you must do a payroll summary with your claims for reimbursement.

* Out of state travel must be requested in advance and approved by your primary grant manager.

^ Audit fees must be pro-rated based on the amount of funds received from each source. If 20% of agency funding comes from one funding source, then only 20% of audit fees can be requested from that funding source.

Send your grant manager an email with a request to purchase equipment using grant funds prior to purchasing the equipment. Include the estimated purchase price and which fund source you would like to use. All purchases must follow the Procurement Standards located in [Chapter XIV. Procurement of Goods and Services](#).

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Client Assistance:

The purpose of the client assistance section is to provide specific guidelines about reimbursements for client assistance offered to crime victims with grant funds. Click on the client assistant tab on the [Victim Services Expense Summary](#) form.

Client assistance can be provided with grant funds, to meet the needs of clients. Some common examples of client assistance are: rent, utilities, childcare, groceries/grocery cards, gas cards, relocation/moving expenses, work equipment, public transportation, or any reasonable cost deemed necessary to help a client remain safe and/or to achieve self-sufficiency due to victimization.

Any unique client need will be considered on a case by case basis with justification from the agency. If you are not sure if a cost meets the guidelines above, seek prior approval from your grant manager. If prior approval is not sought before paying for a client expense, you run the risk of the expense not being reimbursed.

Grant funds cannot be used to provide victims with cash or credit card type gift cards, unless pre-approved by the VSS Administrator and/or CVAD Director.

All claims for reimbursement for client assistance must have accompanying receipts or invoices. Each cost should also have a short justification documenting the purpose of the expense if the purpose is not already clear.

Example 1 - If your agency is paying for rent assistance for a client, there must be a signed receipt from a landlord, or agency check copy.

Example 2 - If you provide a victim with a gas card, there must be documentation of the last 4 digits of the card, the amount of the card, and a short explanation of why the card was issued i.e. "transportation to work," or "transportation to medical appointment."

Example 3 - If your agency pays for work equipment or supplies (i.e., work boots) so a client can continue working the form would read “work boots supplied to victim to adequately equip her for return to work duties.” Expense amount-\$75, receipt from Wal-Mart attached to the form.

Any store (grocery, gas, etc.) card provided to a victim requires a short Victim Assistance Form to be signed by both the victim and an agency representative outlining the purpose of the cost and acknowledgement of the purpose by the victim. This form should be maintained in the client file.

If there are any questions about what constitutes adequate supporting documentation for an expense, please ask your grant manager.

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Appeals:

Appeals Process: When any part of a claim for reimbursement, or budget revision request is denied by CVAD , subrecipients have the right to appeal.

Appeal Step 1: The subrecipient must submit an [Appeal Form](#) within 10 business days of receipt of the denial, outlining their rationale for approval. The appeal form must be submitted to the VSS Administrator. The VSS Administrator has 10 business days to respond to the denial, either upholding, or overturning the original decision.

Appeal Step 2: In the event the VSS Administrator upholds the denial, the subrecipient may submit an [Appeal Form](#) to the CVAD Director. The Director has 10 business days to respond to the denial, either upholding, or overturning the VSS Administrator’s decision.

Appeal Step 3: In the event the Director upholds the denial, the subrecipient may appeal to the CVA Board. The CVA Board will hear the appeal at their next scheduled meeting. The CVA Board determination will constitute final agency action.

During the appeals process, the amount in dispute must remain unspent until a final determination is made. The reserves subrecipient can withdraw an appeal at any point in the appeals process.

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