



Budgets and Claims

Subrecipients are required to submit a program/project budget for each year of their contract, (usually Oct to Sept). This budget is part of the applicant, entered into GVS and approved by Victim Assistance must be approved and entered into Iowa GVS prior to claim submission or reimbursement.

Annually, subrecipients are to upload their entire agency budget in the PROFILE section of Iowa GVS on the organization finance page.

If changes to an approved budget are needed, subrecipients must request a budget revision. Budget revisions are requested by submitting a request in Iowa GVS. Step by step instructions for completing budget revisions are provided [here](#). 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

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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 Iowa GVS.

All subrecipients may submit either monthly or quarterly claims for reimbursement. Once a choice has been made, the subrecipient remain consistent through the contract period. When required, documentation for each expenditure claimed for reimbursement or as match, is submitted in Iowa GVS. 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, subrecipients must submit [expense summaries](#) for expenses and match with their claims. Criminal justice programs (law enforcement, prosecution and victim witness coordinators) are not required to use expense summaries unless otherwise directed by Victim Assistance. Review the instructions on submitting claims in Iowa GVS 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 for direct services & Payroll for administration, fundraising and prevention*
- *Benefits*
- *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, allowable, consistent and reasonable. Victim Assistance 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 allocation by fund
Benefits	FICA, Health, Dental, Vision, Life, Unemployment Insurances; Retirement and Disability	<ul style="list-style-type: none">• 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 ● Statements or invoices showing the date(s) of service, the total amount owed, the amount paid, and the contract period. ● Vendor receipts or invoices for each item ● A description of the item purchased
Contractual Services^	Book-keeping and accounting fees, security services, therapy services, etc.	
Equipment	Printers, computers, laptops, scanners, tablets, phones, and other equip used for approved programming	
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. ● Vendor receipts or invoices showing the rental period & the location address (unless confidential) ● Copy of signed contract/lease agreement ● Statements or invoices showing the usage period & the location address (unless confidential)
Rent	Business, shelter & outreach offices	
Utilities	Electric, water, waste removal, satellite cable	
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 coordinator.

^ 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.

^ Equipment purchases must be included in an approved budget. If it is not included, subrecipients should contact their grant coordinator to discuss the requested equipment purchase and then complete a budget revision request via Iowa GVS. 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 [claim 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.

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 subrecipients have the right to appeal.

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

The appeal form should be uploaded into Iowa GVS, using the appeal component. Here are the instructions: 1) An agency administrator logs into Iowa GVS; 2) In the panel named My Opportunities, click on the word appeal; 3) Click on the words Appeal Information found at the top of the left side navigation panel; 4) select the appropriate appeal type from the dropdown menu and then follow the instructions on the page.

Appeal Step 2: In the event the VSS Administrator upholds the denial, the subrecipient may submit an appeal to the Victim Assistance Section Chief who will respond within 10 business days by either upholding, or overturning the VSS Administrator's decision.

Appeal Step 3: In some instances the appeal can be brought before the CVA board. 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 subrecipient can withdraw an appeal at any point in the appeals process.

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