



IOWA DEPARTMENT OF JUSTICE OFFICE OF THE ATTORNEY GENERAL

Attorney General Tom Miller

Desk Reviews

Frequency of desk reviews

CVAD financial staff will use their professional judgment and experience working with an organization to determine the frequency and intensity of additional monitoring. In general, however, organizations will have at least one financial desk review each fiscal year.

The financial desk reviews of grantees with **high financial risk designations** are the review of at least two full claims of all reimbursements and/or an in-depth review of up to 50 individual line item expenses, with all supporting documentation for each method.

The financial desk reviews of grantees with either **medium or low financial risk designations** are the review of at least one full claim reimbursement and/or an in-depth review of at least 25 individual line item expenses with supporting documentation for each method.

Results of desk reviews

If financial mistakes are discovered during a desk review, CVAD could increase the grantee's risk designation or require the grantee to be on some kind of corrective action.

Programmatic desk reviews

At the same time financial desk reviews are conducted, CVAD program staff will conduct programmatic desk reviews.

Programmatic desk reviews are similar to financial desk reviews in that they spot check grantees program report numbers to ensure or verify grantees report victimization data accurately. Programmatic desk reviews are completed in a similar fashion to the financial desk review.

To comply with programmatic desk reviews, grantees will provide backup documentation to support data from a recent program report. For the program report verification, grantees will be required to provide backup documentation to support data, or a number reported in one key category from a recent VOCA or CVAD biannual report.

Each quarter the data chosen to be verified will change. For example, CVAD might pull all domestic violence numbers one quarter and transportation numbers the next quarter. When it is time for your programmatic desk review, your CVAD grant manager will provide detailed information on the data to be verified along with the number of redacted files to be reviewed. It is unlikely grantees will provide 100% of their program files.

Results of programmatic desk review

If errors are found during a programmatic desk review your grant manager will work with your agency to correct program reports and determine the cause of the discrepancy.

