Grant Administration

Effective Grant Administration

Grantees must have financial and programmatic systems in place to effectively implement and administer victim services grants.

I. **Background checks** –Applicants for employment at Iowa crime victim centers shall be subject to a national criminal history check through the federal bureau of investigation. See IA235D.1 for more information. Employees, volunteers, and others who have regular contact with minors are required to comply with the Department of Justice's more stringent determination of suitability to interact with minors requirement. See chapter 1 certified assurances and the DOJ award condition for more information.

II. **Communication** – It is essential to have both top down and bottom-up communication, including communication with the board of directors. Communication tools include policy and procedure manuals, regular staff meetings, updated websites, flyers, news releases, reports to the board, conversations with victims, email, budget and spending discussions, and distribution of board packets, including financial statements, program updates and staffing issues.

III. **Grant files, documents and program records** – Since most grant related documents are now sent electronically, or imported into the grants management system, it is important for organizations to create grant files. Either electronic or paper, grant files are essential to store and easily find grant related documents and forms.

IV. **Training and certification** – Training and certification requirements, if applicable, are provided in the certified assurances. Grantees must understand and be compliant with these requirements.

V. **Understand the project's goals and objectives** – Grantees will be expected to report on the stated goals and objectives as described in their applications. Those who carry out the grant activities need to have a system in place to track and report on grant activities.

VI. **Understand and have in place fiscal controls and safeguards** – Grantees must have established and maintain fiscal controls and procedures that assure federal and/or state funds available for the grant program are properly disbursed. Grant funds can only be used for approved activities and expenses. Grant funds cannot be spent prior to the start date nor after the end date of the grant.

VII. **Nonprofit board of directors** – Nonprofit organizations are required to have boards of directors, which are responsible for organizational oversight and for ensuring accountability for state and federal resources. The importance and expectations of boards of directors cannot be understated. Nonprofit boards should be diverse with expertise in nonprofit management, financial management/accounting/auditing, fundraising, human resources, law or victim services. Boards help and guide program and policy development, strategic planning, and fund raising. They can also help address complaints or grievances from staff or clients as well as hiring and providing supervision to the nonprofit executive director.

VIII. Here are some resources regarding nonprofit board of directors:
    a. Iowa Code Chapter 504 https://www.legis.iowa.gov/docs/ico/chapter/504.pdf

Larned A. Waterman Iowa Nonprofit Resource Center: https://inrc.law.uiowa.edu/about-lawinrc
The Larned A. Waterman Iowa Nonprofit Resource Center

Member programs can request board of director training from the Iowa Coalition Against Domestic Violence.

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