Grant Staff

Working With Victim Assistance Section Grant Staff

I. **Grant coordinators** – The grants team has three grant coordinators assigned to oversee between 35 and 40 grants each. Grant coordinators are grantees' primary contacts and will answer grant-related questions, provide links to resources and training opportunities. Grant coordinators' primary duties are to review and approve grant applications, project budgets, budget revisions, performance reports and other requests for changes to the grant.

II. **Grant compliance coordinators** – The grants team has two grant compliance coordinators responsible for grant compliance, site monitoring and providing technical assistance.

III. **Iowa Department of Justice Grants management system communication** – Grant staff use the grants management system to send mass emails related to grant management, or to share information and resources. The system uses system generated notifications to send status updates specific to grant projects. Grantees are required to update member contact information on the organization members page of the profile section, including inactivating and activating staff roles and access to the system.

IV. **Required notifications from grantees** – Grantees are to contact their grant coordinator when any of the following occur:

1. Staff vacancies – (a) within 30 days of a vacancy of a grant funded position or positions used as match; (b) changes to key personnel; (c) when positions have been vacant for 45 days or more with an explanation for the vacancy and the plan to either fill the position or allow the position to stay vacant.
2. Lawsuits filed against the organization related to a grant funded project. Note: Notification of EEOC claims or lawsuits claiming discrimination must follow the procedure outlined here Discrimination/Complaint Process.
3. The inability to carry out or complete project activities as presented in the approved grant application with an explanation regarding why the problem exists and if possible, a plan to complete the project.
4. Change in project site or location.
5. The person responsible for reporting civil rights findings of discrimination changes.
6. Grantees must notify their grant coordinator within 10 days of a formal allegation of civil rights discrimination, including those related to employment. Grantees must also report, in writing, the status of any on-going investigations unless they obtain an exemption from their grant coordinator. To obtain an exemption, grantees submit the request in writing along with a detailed explanation for the exemption.

7. Grantees must notify their grant coordinator within 10 days of any adverse findings of discrimination against the organization along with a copy of the finding.
8. Non-acceptance of award, or early termination of a grant submitted on agency letterhead signed by an organization official.

- **Changes to direct deposit information** – Grantees must submit a new Automated Clearing House (ACH) form to Kristi Hill, finance director if they change financial institutions related to their direct deposit.

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