Organizational Contacts

The Victim Assistance Section has three grant coordinators who are assigned to oversee between 35 and 40 grants each. These grant coordinators are the primary contacts for the subrecipients. They answer grantee questions, provide resources and training. In addition, grant coordinators review the subrecipient's application, budget, budget revision requests, project scope change requests, claims for reimbursement and performance reports.

The Victim Assistance Section has two grant compliance coordinators who are responsible for monitoring, including site monitoring, grant compliance and providing technical assistance.

- Email Contacts

  Victim Assistance uses a database to send emails regarding information about contracts, claims, reports, upcoming training, etc. Each agency is responsible for keeping their contacts updated in Iowa Grants for Victim Services.

- Program Staff Updates

Subrecipients are ***required*** to provide notify their grant coordinator within 30 days of a vacancy of a grant funded position, and/or when there is turnover in a position where payroll or benefits are used as match on VSS funds.

Subrecipients should also report any other changes in key personnel to their grant coordinator via email or through a message in Iowa GVS. If any VSS funded positions remain vacant for 45 days or more, the notification must include the reason for vacancy and a plan for filling the position.

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