



IOWA DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL

Attorney General Tom Miller

## Organizational Contacts

Each funded program/project is assigned a designated grant manager to be the primary contact on their VSS-contract(s). The grant manager is the individual who will routinely review the subrecipient's application, budget, budget revision requests, project scope change requests, claims for reimbursement and performance reports.

The grant manager will also conduct site monitoring visits and provide technical assistance to the program. On occasion, other VSS staff may also review this information and provide assistance. If your assigned grant manager is out of the office and immediate assistance is needed, please contact any of the VSS staff.

- Email Contacts

The VSS program uses a database to send emails regarding information about contracts, claims, reports, upcoming training, etc. Each agency lists up to three contacts in the online application for funding. Please update this information annually by contacting your grant manager.

- Program Staff Updates

Subrecipients are **required** to provide notice to the VSS program within 30 days of a vacancy of a VSS 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. The agency must also notify their grant manager by submitting the completed [Staff Update form](#) via email or through a message in [IowaGrants.gov](http://IowaGrants.gov). 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.

