

IOWA ATTORNEY GENERAL'S OFFICE

Crime Victim Assistance Division

Victim Services Support Program Criminal Justice Grant Opportunity

Request for Proposals

Funding Opportunity Title:

Victim Service Criminal Justice Funding Opportunity FY2020-FY2022

Project Period: 10/01/2019 – 9/30/2022

Contract Period Year 1: 10/01/2019-9/30/2020

Contract Period Year 2:10/01/2020-9/30/2021

Contract Period Year 3: 10/01/2021/9/30/2022

SECTION 1 – GENERAL AND ADMINISTRATIVE INFORMATION

Purpose

The purpose of this request for proposals (RFP) is to solicit applications to enable the Victim Services Support Program, a component of the Crime Victim's Assistance Division (CVAD) of the Iowa Attorney General's Office to select the most qualified applicants to provide victim services programming to communities throughout the State of Iowa. CVAD seeks grant proposals from law enforcement agencies, courts, victim witness coordinator, community coordinated teams and prosecutors (or agencies doing similar work) for projects or programs designed to respond to violence against women, collect evidence, investigate violence against women or provide training to those who perform these duties.

Criminal justice grants are intended to enhance and strengthen responses to violence against women victims (domestic abuse, dating violence, teen and adult sexual assault and stalking victims) accessing the criminal justice system. In addition, this solicitation seeks qualified victim witness coordinators who assist all crime victims throughout the criminal justice process and community coordinated teams such as DARTs and SARTs.

Project Period

The project period shall be from 10/01/2019 to 9/30/2022, with each funding year awarded annually. CVAD shall have the option not to award year 2 and year 3 funding at its sole discretion, subject to review of the continuing application, performance, and compliance with the terms and conditions of the contract, availability of funds, program modifications or any other grounds determined by CVAD.

Eligibility Requirements

The application for funding is open to currently funded programs as well as those seeking funding for the first time. Eligible applicants for criminal justice grants are generally limited to state offices and agencies, public or private nonprofit agencies, units of local government, defined as a city, county, town, township or other general-purpose political subdivision of a state and includes Indian tribes, which perform law enforcement functions as determined by the Secretary of the Interior.

Funds must be used only to provide: victim services, justice support to victims of crime, or training or technical assistance to victim service providers and allied professionals. The applicant shall promote within the community a coordinated public and private effort to assist victims. The applicant shall be an equal opportunity employer and provide services on an equal opportunity basis. The applicant shall comply with applicable federal and state statutes and rules, all requirements specified in the grant between the department and any outside funding source, and all requirements in the RFP or any other contractual document. The applicant shall have a grievance procedure established for victims, employees and volunteers. The applicant shall provide services within the geographical service area without regard to a victim's ability to pay. An existing program must document results of prior programming to demonstrate the needs of victims have been met effectively and that the applicant has financial support from other sources.

Service Deliver Area

CVAD seeks interested applicants representing all communities in Iowa. Applicants should specify which counties, cities or region(s) Iowa their project intends to serve.

Available Funds

The available federal funding is from the STOP Violence Against Women Act (VAWA) for special violence against women prosecutors and for law enforcement agencies and from Victims of Crime Act (VOCA), for Iowa's victim witness coordinators and victim response programs.

Application Deadline and Important Dates:

Applications for funding are due no later than 4:30 on September 28, 2018. Applications will be reviewed by review committees on October 29, 30 and 31, 2018. Recommendation for funding will be presented to CVAD Board at their November 9, 2018 board meeting. Denial and award letters will be mailed to applications on November 13, 2018. Appeals or requests for reconsideration are due from applicants by November 29, 2018. CVAD Board will review appeals and requests for reconsideration on December 15, 2018. Contracts will be issued prior to October 1, 2019.

RFP issued – CVAD will post the RFP under Grant Opportunities quick link at www.iowagrants.gov on August 30, 2018. The RFP will remain posted until the application due date.

Applicant webinar - An instructional webinar will be held August 30, 2018 from 10 a.m. to 12:00 p.m. It is archived at <https://www.iowaattorneygeneral.gov/for-crime-victims/upcoming-conferences-and-training/>.

Written questions and responses – Written questions related to this RFP can be submitted through iowagrants.gov no later than September 20, 2018. Responses will be posted. In order to post a question, applicant must be registered in iowagrants.gov, refer to the *registration instructions* for iowagrants.gov document posted under the attachments section of this funding opportunity. Written questions submitted after the date specified above will not be considered and a response will not be provided by CVAD.

To submit a question:

- Registered users login to www.iowagrants.gov as a returning user;
- Search Grant Opportunities;
- Select Victim Service Criminal Justice Funding Opportunity FY2020-FY2022;
- Click on **ask a question** link located at the top right-hand side of the **opportunity details page**, and enter a single question in the post question box;
- Click the save button;
- A post question confirmation box will appear stating the question is under review.

Additional questions may be submitted by repeating the process above for each question. If the question or comment pertains to a specific section of the RFP, please reference the section and the page number. Questions and answers will be displayed in iowagrants.gov in a timely manner. CVAD will answer all pertinent, timely and properly submitted questions. CVAD's written responses will be considered part of the RFP. To view posted questions and responses:

- Login to www.iowagrants.gov;
- Search Grant Opportunities;
- Select Victim Service Criminal Justice Funding Opportunity FY2020-FY2022;
- Scroll to the bottom of the opportunity details page, under the questions subsection to view the posted questions and answers.

It is the responsibility of the applicants to periodically check for responses to submitted questions.

Application – The application will consist of multiple required forms available within iowagrants.gov. Each form of the application must be completed in its entirety or iowagrants.gov will not permit the application to be submitted.

Multi people in an organization can have access to complete, edit and submit an application. Anyone wanting access to iowagrants.gov must be registered; see the registration instructions posted in the attachment section. The first user to begin an application for a funding opportunity becomes the primary user or registered applicant for the application. The primary user can add additional registered users as grantee contacts within their organization to the funding opportunity. **NOTE:** If multiple users edit the same form within an application at the same time, the last saved version will override any changes made by other users. iowagrants.gov will permit multiple registered users of the applicant organization to create separate applications for the same funding opportunity thereby creating multiple applications for the same funding opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for each requested grant application.

Organizations can apply for more than one project; however they must submit an application for each project.

Funding – There is no minimum or maximum dollar amount organizations should request.

Applications Due – Applications must be submitted by **4:30 p.m. (local Iowa time) September 28, 2018** through www.iowagrants.gov. The iowagrants.gov system will not allow applications to be submitted after the deadline; you will receive a notice stating the funding opportunity is closed. Any information submitted separately from the iowagrants.gov application will not be considered. iowagrants.gov will register the date and time of each grant submission. Each submitted application will be assigned an application ID number. It is the applicant's sole responsibility to complete all application forms and submit the application on time.

Application Review – Applications will be reviewed by a review team consisting of CVAD employees including the CVAD director and VSS administrator, as well as representatives from the Crime Victim Assistance Board and experts in the fields of victim services, grants administration and management and criminal justice. CVAD will provide the review committee with information related to the applicant's performance with previous grants (if applicable), the quality and quantity of services provided, and community support for the applicant. Recommendations for funding will be presented to the CVAD Board of Directors on November 9, 2018, upon which the Board will vote and make the final determinations for funding.

Notice of Applicants - Applicants shall be notified within 90 days after the application due date whether the application has been denied or approved by the board and the amount of funds approved for the application.

Request for Reconsideration - An applicant may file with the CVAD Board a request for reconsideration of the denial or of the amount of an award. The request for reconsideration must

be submitted within ten working days of the date the notice of decision is mailed or otherwise issued by the director to the grantee. The request must state grounds for reconsideration. The board or a committee designated by the board chairperson shall review the request in a timely manner. A decision of the board or designated committee shall constitute final agency action. At the time a request for reconsideration is received by the director, notice that a request for reconsideration has been filed shall be sent to all approved applicants whose funds may be affected by the request. Funds shall not be disbursed pending a request for reconsideration to the extent that the funds are affected by the outcome of the request. Every applicant that would be adversely affected shall be notified if a request for reconsideration is approved, and grant awards shall be reduced as necessary. Requests can be emailed to Lori Miller at lori.miller@ag.iowa.gov with the email subject line Criminal Justice Application Request for Reconsideration or mailed via U.S. Postal Service to:

Lori Miller, VSS Administrator
Crime Victim Assistance Division,
Lucas State Office Building,
321 E. 12th St.
Des Moines, IA 50319.

Contract Negotiation and Agreement – Prior to October 1, 2019, a contract shall be negotiated between CVAD and the applicant. Prior to entering into a contract, CVAD may require modification of the proposed program, submission of further information or documents, or other stipulation of the applicant. The required modification, information, document, or stipulation shall be specified in the notification of grant award. The applicant or the department may request a modification of the program budget to reflect the amount, expenses and activities allowed by the grant award. Both parties must agree to any modification of the grantee program budget. Expenditures shall be reimbursed pursuant to regular reimbursement procedures of the state of Iowa. **The grantee shall sign the certified assurances for the grant program at the time of application and at any time requested by the division.** Nothing in this RFP shall be construed as limiting the remedies available to the state or the program for improper use of grant funds or other breach of the grantee’s duties under the contract and applicable law.

Performance reports - Performance reports shall be submitted to the division from all grantees. Failure to submit reports by the due date shall result in suspension of financial payments to the grantee by the program until such time as the report is received. Delinquent or inadequate reports from prior grants may detrimentally influence the award of grants for the following year.

Records - Grantees shall keep statistical records of services provided and any other records as required by the division. The division shall have immediate access during working hours to records pertaining to the contract. No notice need be provided the grantee prior to inspection of the records.

SECTION 2 – DESCRIPTION OF SERVICES AND FUNDING SOURCES

Law enforcement agencies, courts and prosecutors

Law enforcement agencies, courts and prosecutors will be funded from Office of Violence Against Women STOP formula grant funds. The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ).

About the OVW STOP Formula Grant Program

The Services* Training* Officers* Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) is authorized by VAWA and subsequent legislation and supports communities, including American Indian tribes and Alaska Native villages, in their efforts to: *develop and strengthen effective responses to sexual assault, domestic violence, dating violence and stalking*. For additional information on the STOP Formula Grant Program, including what past STOP Formula Grant Program grantees have accomplished with their grant funds and to view the STOP Formula Grant Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/stopformulamain.htm>.

Purpose Areas

Funds under the STOP Formula Grant Program may be used for the following purposes, pursuant to 34 U.S.C. § 10441(b):

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)).
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes

against women, including crimes of sexual assault, domestic violence, dating violence, and stalking.

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.

7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.

12. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to sexual assault, domestic violence, dating violence, and stalking.

13. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

15. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

16. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.

17. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.

18. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 [of the United States Code.]

19. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not with not more than 5 percent of the amount allocated to a state to be used for this purpose.

Any activity that may compromise victim safety and recovery or undermine offender accountability is not allowed. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape

responsibility for their actions; and therefore, applicants may not use STOP funds to support these activities. This list is not exhaustive:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
4. Procedures or policies that fail to include conducting safety planning with victims;
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
7. Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged;
8. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
9. Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.
10. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator;
11. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely;
12. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
13. Policies and procedures that fail to account for the physical safety of victims;
14. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See also the U.S. Department of Housing and Urban Development for [guidance](#) on how such ordinances and addenda may violate the Fair Housing Act; and
15. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

Unallowable activities: with STOP Formula Grant Program funding:

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting);
5. Construction;
6. Food and beverages; and
7. Research - however funds may be used to assess the program for quality assurance and program improvement purposes. This could include follow up survey after a training regarding the content and delivery or a discussion forum with key stakeholders.

Victim Witness Coordinators and Community Response Teams

Applicants applying for victim witness coordinator grants or community response teams such as a DART or SART will be funded from the Office of Victims of Crime funding from the Victims of Crime Act funds, commonly known as VOCA funds. Eligible crime victim assistance programs are those that are “operated by a public agency or nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provide services to victims of crime,” and that meet the other requirements set out in 34 U.S.C § 20103(b)(1). Services generally include those efforts that (1) respond to the emotional, psychological, or physical needs of crime victims, (2) help victims of crime to stabilize their lives after victimization, (3) help victims to understand and participate in the criminal justice system, and (4) restore a measure of security and safety for the victim. Funds under this program shall be used by states and territories to support eligible crime victim assistance programs that provide direct services to crime victims.

Direct services for which VOCA funds may be used include, but are not limited to the following per VOCA Rules, 28 CFR Part 94:

Direct services for immediate emotional, psychological, and physical health and safety:

These are services that respond to immediate needs (other than medical care, except as specifically allowed) of crime victims, including, but not limited to:

- (1) Crisis intervention services;
- (2) Accompanying victims to hospitals for medical examinations;
- (3) Hotline counseling;
- (4) Safety planning;
- (5) Emergency food, shelter, clothing, and transportation;
- (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
- (7) Short-term (up to 45 days) nursing-home, adult foster care, or group- home placements for adults for whom no other safe, short-term residence is available;
- (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim’s safety;
- (9) Costs of the following, on an emergency basis (*i.e.*, when the State’s compensation

program, the victim's or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of a crime): non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and

- (10) Emergency legal assistance such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights. 28 CFR 94.119(a).

Direct services for personal advocacy and emotional support services include, but are not limited to: 28 CFR 94.119(b).

- (1) Working with a victim to assess the impact of a crime;
- (2) Identification of victim's needs;
- (3) Case management;
- (4) Management of practical problems created by the victimization;
- (5) Identification of resources available to the victim;
- (6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and
- (7) Traditional, cultural, and/or alternative therapy/healing (*e.g.*, art therapy, yoga).

Direct services for mental health counseling and care:

Mental health counseling care includes, but is not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered. 28 CFR 94.119(c).

Direct services for peer-support:

Peer-support includes, but is not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support. 28 CFR 94.119(d).

Direct services for the facilitation of participation in criminal justice and other public proceedings arising from the crime:

The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (*e.g.*, juvenile justice hearings, civil commitment proceedings), including, but not limited to:

- (1) Advocacy on behalf of a victim;
- (2) Accompanying a victim to offices and court;
- (3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding;
- (4) Interpreting for a non-witness victim who is Deaf or hard of hearing, or with limited English proficiency;
- (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding;

- (6) Notification to victims regarding key proceeding dates (*e.g.*, trial dates, case disposition, incarceration, and parole hearings);
- (7) Assistance with Victim Impact Statements;
- (8) Assistance in recovering property that was retained as evidence; and
- (9) Assistance with restitution advocacy on behalf of crime victims. 28 CFR 94.119(e).

Direct services for legal assistance:

The provision of legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

- (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;
- (2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
- (3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization. 28 CFR 94.119(f).

Direct service costs for forensic medical evidence collection examinations:

Forensic medical evidence collection examinations for victims are allowable to the extent that other funding sources such as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Subrecipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Subrecipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners. 28 CFR 94.119(g).

When may forensic interviews be allowable direct service costs?

Forensic interviews may be allowable for direct services with the following parameters: Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;

- (1) Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and
- (2) The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults. 28 CFR 94.119(h).

Direct services for transportation:

Transportation of victims to receive services and to participate in criminal justice proceedings. 28 CFR 94.119(i).

Direct services for public awareness:

Public awareness and educational presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance. 28 CFR 94.119(j).

Direct services for transitional housing:

Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling. 28 CFR 94.119(k).

Direct services for relocation:

Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs. 28 CFR 94.119(k).

Allowable costs for activities that support direct services:

Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- (a) Coordination of activities;
- (b) Supervision of direct service providers;
- (c) Multi-system, interagency, multi-disciplinary response to crime victim needs;
- (d) Contracts for professional services;
- (e) Automated systems and technology;
- (f) Volunteer trainings; and
- (g) Restorative justice.

28 CFR 94.120.

Coordination activities:

Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators. 28 CFR 94.120(a).

Allowable costs to supervise direct service providers:

Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services. 28 CFR 94.120(b).

What is a multi-system, interagency, multi-disciplinary response to crime victim needs?

This describes activities that support a coordinated and comprehensive response to crime

victim needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements. 28 CFR 94.120(c).

Allowable contract costs for professional services:

Contracting for specialized professional services (*e.g.*, psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization. 28 CFR 94.120(d).

Allowable automated systems and technology:

Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (*e.g.*, automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware and other items, as determined by the CVAD after considering:

- (1) Whether such procurement will enhance direct services;
- (2) How any acquisition will be integrated into and/or enhance the program's current system;
- (3) The cost of installation;
- (4) The cost of training staff to use the automated systems and technology;
- (5) The ongoing operational costs, such as maintenance agreements, supplies; and
- (6) How additional costs relating to any acquisition will be supported. 28 CFR 94.120(e).

Allowable costs for volunteer training:

Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers. 28 CFR 94.120(f).

Allowable costs for restorative justice:

Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peace-keeping activities, if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. Grantees who plan to fund restorative justice should closely review the criteria for conducting these meetings, and are encouraged to discuss proposals with CVAD. At a minimum, the following should be considered:

- (1) The safety and security of the victim;
- (2) The cost versus the benefit or therapeutic value to the victim;
- (3) The procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear;

- (4) The provision of appropriate support and accompaniment for the victim;
- (5) Appropriate debriefing opportunities for the victim after the meeting; and
- (6) The credentials of the facilitators. 28 CFR 94.120(g).

Allowable personnel costs:

Personnel costs that are directly related to providing direct services and supporting activities such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance. 28 CFR 94.121(a).

Allowable costs for skills training for staff:

Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training. 28 CFR 94.121(b).

Allowable costs for training-related travel:

Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff (both VOCA-funded and not). 28 CFR 94.121(c).

Allowable costs for organizational expenses:

Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims. 28 CFR 94.121(d).

Allowable costs for equipment and furniture:

Expenses of procuring furniture and equipment that facilitate the delivery of direct services (*e.g.*, mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities. 28 CFR 94.121(e).

Allowable costs for operating costs:

Operating costs include but are not limited to supplies; equipment use fees; property insurance; printing, photocopying, and postage; courier service; brochures that describe available services; books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of web sites and social media; and essential communication services, such as web hosts and mobile device services. 28 CFR 94.121(f).

Allowable costs for maintenance, repair, or replacement of essential items:

Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine

maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the SAA after considering, at a minimum, if other sources of funding are available. 28 CFR 94.121(i).

Allowable costs for project evaluation:

Costs of evaluations of specific projects (in order to determine their effectiveness), within the limits set by the SAA. 28 CFR 94.121(j).

Unallowable VOCA costs:

Notwithstanding any other provision of the rules, no VOCA funds may be used to fund or support the following:

- (a) Lobbying;
- (b) Research and studies - except for project evaluation;
- (c) Active investigation and prosecution of criminal activities;
- (d) Fundraising;
- (e) Capital expenses;
- (f) Compensation for victims of crime;
- (g) Medical care; and
- (h) Salaries and expenses of management. 28 CFR 94.122.

What are unallowable costs for the active investigation and prosecution of criminal activities?

The active investigation and prosecution of criminal activity is expressly unallowable, except for the provision of victim assistance services (*e.g.*, emotional support, advocacy, and legal services) to crime victims, under § 94.119, during such investigation and prosecution. 28 CFR 94.122(c)

What are unallowable costs for medical care?

All subrecipient costs for medical care are unallowable, except as otherwise allowed by other provisions of the rules. 28 CFR 94.122(d)

What are unallowable costs for salaries and expenses of management?

Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (*except as specifically allowed elsewhere in this subpart*) are unallowable. 28 CFR 94.122(e)

The following applies to all applicants

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please upload a copy of a current, signed federally-approved indirect cost rate agreement where indicated on iowagrants.gov. Applicants that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state,

local, and tribal governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

Cost Sharing or Match Requirement

Match is required for all applicants, except victim service providers and Indian tribal governments. Applicants may satisfy the required match with either cash or in-kind services. A grant made under this program may not cover more than 75 percent (STOP) or 80 percent (VOCA) of the **total costs of the project** being funded. Subgrants to victim service providers for victim services can be excluded from the total costs.

The following provisions apply to match requirements:

1. Subgrantees may satisfy the match requirement with either cash (e.g., funds contributed from private sources or state and local governments) or in-kind services (e.g., services or goods donated by the applicant organization or other entities).
2. Funds from other federal sources may not be used to meet the match requirement.
3. Funds or in-kind resources used as match must be directly related to the project goals and objectives.
4. Subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
5. Sources of match are restricted to the same requirements as federal grant sources allocated to the project and must be documented in the same manner as federal sources, including financial and programmatic reports.

Match Calculations:

Those funded with STOP VAWA funds will calculate their required match by taking the total amount of grant funds requested and divide by 1/3. For example if grant funds are \$50,000, your agency must provide \$16,667 in match (50,000 divided by 3 = 16,666.67). The total cost of the project is \$66,667 (grant funds + match). Seventy-five percent of the total cost of the project is \$50,000, which is the grant requested amount.

Those funded with VOCA funds will calculate their required by taking the total amount of grant funds requested times 25%. For example, if grant funds are \$50,000, your agency must provide \$12,500 in match (50,000 x 25% = 12,500). The total cost of the project is \$62,500 (grant funds + match). Eighty percent of total cost of the project is \$50,000, which is the grant requested amount.

It is advisable to include only the required match amount in your budget. Providing more match than is necessary will not make your application more competitive.

Non-Supplanting

The grantee agrees that funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

Unique Entity Identifier (DUNS Number)

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number. A DUNS Number is a unique nine-character identification

number provided by the commercial company **Dun & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

System for Award Management (SAM)

Federal guideline 2 CFR §§ 25.200, 25. 205 require that an applicant must be registered in SAM.gov and continue to maintain an active SAM registration with current information at all times during which it has an active award or an application under consideration by a federal awarding agency. Also, CVAD may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time CVAD is ready to make an award, then the recipient will be prohibited from obligating, expending, or drawing down any funds under this award until: (1) the recipient acquires current registration with the System for Award Management (SAM) and (2) the recipient notifies CVAD in writing of its current SAM registration. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applicant does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applicant already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

Reports

CVAD requires each successful applicant to submit regular performance data to demonstrate the results of the work carried out under the award. CVAD requires bi annual performance reports from all grantees. In addition, STOP VAWA required an annual VAWA report and VOCA requires quarterly reporting in the OVC PMT system. Successful applicants will receive more information on how and when to report performance data. In the narrative of the application, grantees should demonstrate their understanding of the performance data reporting requirements for their application and detail how the applicant will gather the required data should it receive funding. If you collect information other than what CVAD or the federal government requires, in

your narrative you will have the opportunity to describe additional information you collect, why you collect it and how it helps improve victim services.

STOP reporting and data collection - If funded, your organization will be required to report on the following activities:

- Examples of how program services assisted a crime victim/s
- Innovative projects, program successes, and/or positive changes
- Program updates and goals
- Program staff numbers
- Number of volunteers providing direct or indirect services.
- Number of volunteer hours
- Number of media contacts
- Presentations provided to the public by staff/volunteers
- Training provided to professionals by staff/volunteers
- Number of new victims by type of victimization
- Number of human trafficking victims
- Victim demographics
- Victim services provided
- Transportation provided to victims
- Disposition of cases

VOCA reporting and data collection - If funded your organization will be required to report on the following performance measures:

- Examples of how program services assisted a crime victim/s
- Innovative projects, program successes, and/or positive changes
- VWC Program staff numbers
- Number of volunteers providing direct or indirect services.
- Number of volunteer hours
- Number of media contacts
- Presentations provided to the public by staff/volunteers
- Training provided to professionals by staff/volunteers
- Number of new victims by type of victimization not by charge including the number of human trafficking victims
- Victim demographics
- Victim services provided (criminal justice advocacy, information/referral, etc.)
- Transportation provided to victims

SECTION 3 -- APPLICATION CONTENT

Applicants must complete an online application and in iowagrants.gov under the funding opportunity titled, "Victim Service Criminal Justice Funding Opportunity FY2020-FY2022."

Submitted applications must meet all minimum and eligibility requirements outlined in this RFP. Promotional materials or other items not required by this RFP will not be considered during the review process. Any information or materials not required to be submitted as an attachment by this RFP application will not be considered in the review process.

For instructions on how to work in Iowagrants.gov, see PowerPoint presentation under Attachments.

A summary of each Form's contents is listed below.

Cover Sheet - General Information - This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

Minority Impact Statement - This form collects information about the potential impact of the project's proposed programs or policies on minority groups.

Agency & General Information – This form collects information about the applicant organization including the legal name, address, history of funding and other information which may affect the applicants ability to perform.

Criminal Justice Budget - The online budget form requires the applicant to enter proposed expenses to implement their project. Proposed expenses and budget details must be adequate, yet reasonable to support the work of the application, and must be in compliance with section 2 of this RFP. This budget is for the first year of the project. If funded, the budget will carry over for the next two contracting years. For each expense category of the online budget form, enter the total amount you are requesting in grant funds in the CVAD Funds column. Enter the match you will provide in the Match column and enter the source of the match in the Match Source column. For any expense line you are NOT requesting funding for, or using for match, enter 0 or leave blank.

Budget Breakdown – A budget breakdown (budget justification) is an explanation of how you arrived at the cost you either wish to claim as a grant expense or claim as a match expense. Budget justifications are not to justify why the expense is needed, but rather to help us understand how you calculated an expense category. For each expense category you are either seeking grant funds or providing match, enter the budget breakdown explanation in the appropriate budget category.

Payroll: In the budget form, enter the total grant funds requested, the total match to be provided and the source of the match in the appropriate columns. In the Payroll Detail/Breakdown box complete the table by entering the first and last names of grant employees (both paid with grant funds and those providing match). In the Payroll Detail/Breakdown Continued box, provide additional payroll information, if necessary.

Benefits: In the budget form, enter the total grant funds requested, the total match to be provided and the source of the match in the appropriate columns. In the Benefits Breakdown/Detail box, list the benefits associated with the employees listed in the payroll detail box and provide an explanation/amount of the costs to be paid by the grant or expected to be used as matching funds.

Travel to Provide Services: In the budget form, enter the total grant funds requested, the total match to be provided and the source of the match in the appropriate columns. In the Travel to Provide Services Breakdown/Detail box, provide a summary of number of staff, estimated miles, cost of mileage and costs other expenses (hotels, meals, etc.).

In-State Training: In the budget form, enter the total grant funds requested, the total match to be provided and the source of the match in the appropriate columns. In the In-State Training Breakdown/Detail box, list number of staff to attend in state conferences, trainings, meetings or workshops. Provide estimated costs per staff and total. If known, provide the name and location. List each travel separately.

Out-of-State Training: In the budget form, enter the total grant funds requested, the total match to be provided and the source of the match in the appropriate columns. In the Out-of-State Training Breakdown/Detail box list number of staff to attend out of state conference(s), estimated costs per staff and total. Provide the name of conference(s)/location(s) if known. List each travel separately.

Contracted Services: On the budget form, list each subcontractor, subaward and consultant separately as either grant funds requested or in the match column. In the Contractual Services box on the Budget Breakdown page, complete the contracted services table. In the Contractual Services Breakdown/Detail Continued box provide additional details if necessary.

Equipment: In the budget form, enter the total grant funds requested, the total match to be provided and the source of the match in the appropriate columns. In the Equipment Breakdown/Detail box on the Budget Breakdown page, complete the equipment table. In the Equipment Breakdown/Detail Continued box provide additional details if necessary.

For each of the following categories for which you are requesting funding, or providing match, enter the total amount requested in the budget form. In the corresponding Breakdown/Detail box provide an explanation how you arrived at the costs: **Repairs and Maintenance, Rent, Utilities, Communications, Advertising, Project Supplies, Insurance, Client Assistance and Other Expenses.**

Volunteers: Volunteers can be used to meet the match requirement. The value of volunteers is calculated by using the rate of similar work performed by paid employees of the agency/organization. If no such position exists at your organization, use the labor market rate in your area to calculate the rate. In the explanation box, provide a general description of the volunteers you expect to use and how you calculate the value of their match.

Indirect costs: If you choose to use an indirect cost rate, you must have either a federally negotiated indirect cost rate or use the 10% de minimus rate as allowed by the federal government. In the justification box provide an explanation as to how you calculated your indirect cost, including the modified total direct costs, if applicable.

CJ Narrative Questions: Applicants are to complete the appropriate questions by entering text directly into the iowagrants.gov text boxes. It is advisable to complete the application in a Word document and paste your answers into iowagrants.gov. In order to paste into an iowagrants.gov narrative box, use the paste from Word button on the upper right tool bar of the text box.

Prosecutors - Violence Against Women Prosecutors should answer the following questions on the CJ Narrative Questions page in iowagrants.gov.

1. Explain how you will use grant funds to improve the prosecution and response to victims of domestic abuse, sexual abuse, stalking, and dating violence.
2. How do you partner with local victim service agencies to serve or better serve victims? Describe your agency's process of connecting victims to these services.
3. List and describe your relationship with other community-based programs and services and how you connect victims to those services when needed.
4. Describe how you/your agency support and encourage engagement in the criminal justice process, including victim registration.
5. How will you measure success of this program; how will you determine if these funds have been successful in your community?
6. Explain how you will collect statistics for reporting purposes. (see STOP reporting and data collection list below and reports information on page 17)
7. If you collect additional statistics within your scope of work not mentioned in the provided list provide a brief description. (see STOP reporting and data collection list below and reports information on page 17)

Statewide Prosecutor and Statewide Court Administration - Agencies applying to provide statewide prosecutor or statewide court administration should answer these questions in iowagrants.gov.

1. Explain how you will use grant funds to improve the prosecution and response to victims of domestic abuse, sexual abuse, stalking, dating violence, and other violent crimes.
2. Explain how you will use grant funds to deliver victim service-focused training. In your answer, include the number of training sessions to be delivered, the target population(s) to receive training, and the curriculum you will use, if applicable.
3. Explain how you will use grant funds to provide technical assistance to improve services to crime victims. Provide a plan on the targeted technical assistance to be provided each year of the funding cycle. (FY2020-FY2022).
4. How will you measure success of this program; how will you determine if these funds have impacted the state?
5. Explain how you will collect statistics for reporting purposes. (see STOP reporting and data collection list below and reports information on page 17).

6. If you collect additional statistics within your scope of work not mentioned in the provided list provide a brief description (see STOP reporting and data collection list below and reports information on page 17).

Victim Witness Coordinators – Those wishing to apply as a victim witness coordinator should answer these questions in iowagrants.gov.

1. Explain how grant funds will improve the response to victims of violent crime in your service area.
2. How do you partner with local victim service agencies to serve or better serve victims? Describe your agency's process of connecting victims to these services.
3. List and describe your relationship with other community-based programs and services and how you connect victims to those services when needed.
4. Describe how you/your agency support and encourage engagement in the criminal justice process, including victim registration.
5. How will you measure success of this program; how will you determine if these funds have been successful in your community?
6. Explain how you will collect statistics for reporting purposes. (see VOCA reporting and data list below and reports information on page 17)
7. If you collect additional statistics within your scope of work not mentioned in the provided list provide a brief description. (see VOCA reporting and data list below and reports information on page 17)

Law Enforcement – Law enforcement agencies should answer these questions in iowagrants.gov.

1. Describe the activities you will be conducting and how they will enhance the safety and security of VAWA related crime victims (domestic abuse, sexual abuse, stalking, and dating violence)?
2. Describe the department's process in connecting crime victims to local and/or regional advocacy services?
3. If you will be using grant funds to purchase equipment for your department, describe what equipment is needed, and how it will specifically assist in carrying out grant-related activities during the funding cycle.
4. If you will be using grant funds to send officers or other department staff to training, either in-state or out-of-state, describe how you intend to use training opportunities to enhance your delivery of services to victims of domestic violence, sexual abuse, stalking, and/or dating violence.
5. How will you measure success of this program; how will you determine if these funds have been successful in your community?
6. Explain how you will collect statistics for reporting purposes. (see STOP reporting and data collection list below and reports information on page 17).

7. If you collect additional statistics within your scope of work not mentioned in the provided list, provide a brief description. (see STOP reporting and data collection list below and reports information on page 17).

Law Enforcement Training Academy – The Law Enforcement Academy should answer the following questions in iowagrants.gov.

1. Describe the activities you will be conducting and how they will enhance the safety and security of crime victims (domestic abuse, sexual abuse, stalking, and dating violence), and/or victims of human trafficking?
2. Explain how you will use grant funds to deliver victim service-focused training. In your answer, include the number of training sessions to be delivered, the target population(s) to receive training, estimated number of participants, and the curriculum you will use.
3. Explain how you will use grant funds to provide technical assistance to improve services to crime victims. Provide a plan on the targeted technical assistance to be provided each year of the funding cycle. (FY2020-FY2022).
4. How will you measure success of this program; how will you determine if these funds have impacted the state?
5. Explain how you will collect statistics for reporting purposes. (See list below and reports information on page 17)
6. If you collect additional statistics within your scope of work not mentioned in the provided list provide a brief description. (See list below and reports information on page 17)

Law Enforcement Academy reporting and data collection – if funded your organization will be required to report on the following performance measures:

- Conduct departmental training that will affect victim services through pre and post-testing.
- Develop new initiatives and coordinate the implementation
- Provide multidisciplinary efforts in addressing crime victim related issues (i.e. enhance policies and procedures that will have a direct positive impact on crime victim’s safety and security).
- Collect data for the purpose of identifying and tracking arrests, including dual arrests.
- Assist with certifying U-Visa’s and other immigration issues.

Community Coordinated Response Teams - If you are developing a Community Coordinated Response Team (CCR/DART/SART), or intend to use grant funds to enhance an existing team, identify the partner agencies, the activities each partner will perform throughout each year of the grant cycle. Provide one short-term to be completed in year 1, and three long-term goals to be completed by the end of the funding cycle. Be specific & detailed in your response. Enter your responses in iowagrants.gov. These grants will likely be funded with VOCA and will report data and statistics as listed below in the VOCA reporting and data collection list. Also see reports information on page 17.

Short Term Goal

- What is the goal?
- Describe the desired outcome (what does success look like?)
- Provide steps to achieve the outcome and deadlines for completion.

Long Term Goal 1

- What is the goal?
- Describe the desired outcome (what does success look like?)
- Provide steps to achieve the outcome and deadlines for completion.

Long Term Goal 2

- What is the goal?
- Describe the desired outcome (what does success look like?)
- Provide steps to achieve the outcome and deadlines for completion.

Long Term Goal 3

- What is the goal?
- Describe the desired outcome (what does success look like?)
- Provide steps to achieve the outcome and deadlines for completion.

Additional Information: We have provided a text box for you to tell us something about your program not asked above. This is not a mandatory field; however it can be an opportunity to provide information that might make your application more competitive.

VOCA reporting and data collection - If funded your organization will be required to report on the following performance measures:

- Examples of how program services assisted a crime victim/s
- Innovative projects, program successes, and/or positive changes
- VWC Program staff numbers
- Number of volunteers providing direct or indirect services.
- Number of volunteer hours
- Number of media contacts
- Presentations provided to the public by staff/volunteers
- Training provided to professionals by staff/volunteers
- Number of new victims by type of victimization not by charge including the number of human trafficking victims
- Victim demographics
- Victim services provided (criminal justice advocacy, information/referral, etc.)
- Transportation provided to victims

STOP reporting and data collection - If funded, your organization will be required to report on the following activities:

- Examples of how program services assisted a crime victim/s
- Innovative projects, program successes, and/or positive changes
- Program updates and goals
- Program staff numbers
- Number of volunteers providing direct or indirect services.
- Number of volunteer hours
- Number of media contacts
- Presentations provided to the public by staff/volunteers
- Training provided to professionals by staff/volunteers
- Number of new victims by type of victimization
- Number of human trafficking victims
- Victim demographics
- Victim services provided
- Transportation provided to victims
- Disposition of cases

Attachments to be Uploaded:

Declarations –Download and complete the appropriate declaration (Victim Services, Law Enforcement, Prosecutor, Victim Witness Coordinator). Completed declarations must be uploaded into iowagrants.gov. These declarations become part of the application.

Consultation with Victim Services – All criminal justice agencies must complete and then upload the Consultation with Victims form.

Job descriptions – Attach job descriptions for the positions to be paid by grant funds or to be used as match.

Table of Organization – Attach your agency’s current Table of Organization

Certified Assurances – Download, sign and upload completed CVAD certified assurances.