

IOWA ATTORNEY GENERAL'S OFFICE

Crime Victim Assistance Division

Victim Services Grants

Request for Proposals

Funding Opportunity Titles:

Culturally Specific Domestic Violence/Sexual Assault (FFY20-22)

Domestic Abuse Comprehensive (FFY20-22)

Sexual Abuse Comprehensive (FFY20-22)

Survivors of Homicide & Other Violent Crimes (FFY20-22)

Statewide Coalition (FFY20-22)

Statewide Hotline/Chatline (FFY20-22)

VOCA Projects (FFY20-22)

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

DUE DATE FOR ALL GRANT SUBMISSIONS:

THURSDAY, FEBRUARY 28, 2019

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 victim service agencies, nonprofit agencies and governmental agencies for projects or programs designed to strengthen effective and holistic responses to victimization in Iowa. This is a competitive three-year grant.

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 CVAD funding for the first time. Any eligible local or statewide government or private nonprofit agency or a combination thereof may apply for and receive a grant.

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.

Service Deliver Area

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

Available Funds

The available federal funding is from four federal sources:

- (1) Victims of Crime Act (VOCA), CFDA 16.575;
- (2) STOP Violence Against Women Act (STOP), CFDA 16.588;
- (3) Sexual Assault Services Formula Program (SASP), CFDA 16.017
- (4) Family Violence Prevention and Services/Domestic Violence Shelter and Supportive (FVPSA), CFDA 93.671

State of Iowa victim services funding is also available.

Successful applicants will receive funding from one or more of the above referenced sources. CVAD will decide funding sources and the amount of funding by source prior to issuing a contract.

Application Deadline and Important Dates:

Applications for funding are due on or before **Thursday February 28, 2019**, no later than **4:30 p.m.** Any application received after this date and time will not be accepted. A review committee will review applications the week of April 8-12, 2019. Recommendation for funding will be presented to CVA Board at their February 3, 2019, board meeting. Denial and award letters will be mailed to applications on May 8, 2019. Appeals or requests for reconsideration are due from applicants by **May 22, 2019**. CVAD Board will review appeals and requests for reconsideration the first week of June 2019. Contracts will be issued prior to October 1, 2019.

RFP issued – This RFP will be posted January 18, 2019 on the [Iowa Attorney General’s website](#) and will remain posted until the application due date. Interested applicants should complete their application(s) offline and then upload it into [iowagrants.gov](#). CVAD will post the RFP under Grant Opportunities quick link at [iowagrants.gov](#) on or before February 11, 2019. At that time, applicants will be able to submit their applications to CVAD.

Written questions and responses – Written questions related to this RFP can be submitted through [iowagrants.gov](#) no later than February 20, 2019. Responses will be posted for all applicants to review. In order to post a question, applicant must be registered in [iowagrants.gov](#), refer to the registration instructions for [iowagrants.gov](#) document posted in the attachments section on the 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 the appropriate victim services application ending with (FY20-22). For example Domestic Abuse Comprehensive (FY20-22);
- 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 and for each funding opportunity. 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 the appropriate victim services application ending with (FY20-22). For example Domestic Abuse Comprehensive (FY20-22);
- 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.

Questions can also be emailed to Lori.Miller@ag.iowa.gov.

Application – The application and the required application forms are available on the [Iowa Attorney General’s website](#). The application and the required application forms will be available in the funding opportunities section of iowagrants.gov on or before February 11, 2019.

Applications MUST be submitted in iowagrants.gov; however, CVAD recommends applicants complete their entire application offline. Meaning all required forms, documents, narrative questions and budget information be completed outside the iowagrants.gov system. Once iowagrants.gov funding opportunities are available, applicants will be able to enter their grant application information into the iowagrants.gov web application form.

Once iowagrants.gov funding opportunities are available, applicants must complete the application in its entirety as iowagrants.gov will not allow applicants to save a partially completed application. Hence, CVAD’s suggestion to complete the application offline or outside of the iowagrants.gov system.

Iowagrants.gov information: Multiple people in an organization can have access to complete, and submit an application in iowagrants.gov. 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. 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.

Once an application has been started in iowagrants.gov, the entire application must be completed as there is no save and continue option.

Funding – Currently funded applicants are to request grant funding based on their award amount from FY19 – July 1, 2018-June 30, 2019. In addition, currently funded programs will be given the opportunity to provide a budget for up to an additional 20% of their current award. New applicants (not currently funded by CVAD) will submit funding requests based on their need. They must also consider the funding availability in each region and zone.

Funding availability: [Iowa is divided into 6 regions and 4 zones.](#) CVAD funds foundational programs: domestic abuse comprehensive programs (DAC), sexual abuse comprehensive programs (SAC) and shelters (SH). No more than two foundational programs of the same type (DAC, SAC and SH) will be funded in each region. VOCA projects are also funded in each region.

https://www.iowaattorneygeneral.gov/media/cms/2016_Iowa_Victim_Needs_Assessment_F_ED_A8635CBAF99.pdf.

	Domestic Abuse	Sexual Abuse	Shelter
Region 1 -	\$705,543	\$705,543	\$705,543
Region 2 –	\$757,187	\$757,187	\$757,187
Region 3 –	\$881,854	\$881,854	\$881,854
Region 4 –	\$696,848	\$696,848	\$696,848
Region 5 –	\$937,624	\$937,624	\$937,624
Region 6 –	\$852,649	\$852,649	\$852,649

Survivors of Homicide and Other Violent Crimes

Zone 1 –	\$575,540
Zone 2 –	\$456,731
Zone 3 –	\$486,226
Zone 4 -	\$557,880

Culturally Specific Programs – \$1,875,402

Statewide Coalitions – \$1,690,089

Statewide Hotline/Chatline - \$765,183

Applications due date and time – Applications must be submitted by **4:30 p.m. (local Iowa time) February 28, 2019**, through www.iowagrants.gov. The [iowagrants.gov](http://www.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.

CVAD recommends you complete your application(s) offline and then copy and paste them into iowagrants.gov. Iowagrants.gov will not allow you to save an application unless all required components are completed.

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), and the quality and quantity of services provided. Recommendations for funding will be presented to the CVA Board of Directors on May 3, 2019, upon which the Board will vote and make the final determinations for funding.

Notice to 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 CVA 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 CVAD director to the applicant.** The request must state the grounds for reconsideration. The board or a committee designated by the CVA Board chairperson shall review the request in a timely manner. A decision of the board or designated committee shall constitute final CVAD 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 must be received by CVAD by the reconsideration due date and can be emailed to Lori Miller at lori.miller@ag.iowa.gov with the email subject line Victim Services 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 grant recipient. Prior to entering into a contract, CVAD may require modification of the proposed program, statement of work, 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 contractual programmatic or fiscal duties under the contract and applicable law.

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

SECTION 2 – DESCRIPTION OF SERVICES AND FUNDING SOURCES

Victims of Crime Act Funds

Most victim service applications will be funded in whole or in part, with funds from the Office of Victims of Crime, 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 94.119e.

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 94.119e.

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€

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€

OVW STOP/VAWA Funds

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 for Victim Service Programs

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.

OVW Sexual Assault Services Formula Program

CVAD SASP funds will be awarded to sexual assault providers. This program is authorized by 34 U.S.C. §12511. The Sexual Assault Services Formula Program (SAS Formula Program) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that act, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault.

For additional information on SASP, including what past SAS Formula Program grantees have accomplished with their grant funds and to view the SASP

<http://muskie.usm.maine.edu/vawamei/saspformulamain.htm>.

Purpose Areas

The purpose of SASP is to provide intervention, advocacy, and accompaniment (e.g., court, medical facilities, police departments, etc.), support services, and related assistance to:

1. Adult, youth, and child victims of sexual assault;
2. Family and household members of such victims; and
3. Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.

To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual, which means that funded service providers must provide services to sexual assault victims of all ages.

SASP grants shall be used to provide grants to rape crisis centers and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral;

2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Unallowable Activities with SASP Funding:

1. Lobbying;
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction
6. Sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, or forensic interviews)
7. Research projects;
8. Prevention efforts and public education (i.e.; bystander intervention, social norms campaigns, presentations on healthy relationships)
9. Sexual Assault Response Team coordination.
10. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.).
11. Domestic violence services unrelated to sexual violence.

Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (FVPSA)

CVAD FVPSA funds will be awarded to domestic abuse and shelter programs. FVPSA purposes are: 1) assist in efforts to increase public awareness about, and primary and secondary prevention of, family violence, domestic violence, and dating violence; and 2) assist in efforts to provide immediate shelter and supportive services for victims of family violence, domestic violence, or dating violence, and their dependents (42 U.S.C. § 10401(b)(1)-(2)).

FVPSA funds awarded to subgrantees shall be used for but are not limited to:

- Provision, on a regular basis, of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter (42 U.S.C. § 10408(b)(1)(A));
- Assistance in developing safety plans and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being (42 U.S.C. § 10408(b)(1)(B));
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence (42 U.S.C. § 10408(b)(1)(C));
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services (42 U.S.C. § 10408(b)(1)(D));
- Provision of culturally and linguistically appropriate services (42 U.S.C. § 10408(b)(1)(E));
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that

support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together (42 U.S.C. § 10408(b)(1)(F));

- Provision of advocacy, case management services, and information and referral services concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including: 1) assistance in accessing related federal and state financial assistance programs; 2) legal advocacy to assist victims and their dependents; 3) medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) provision of transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and 6) parenting and other educational services for victims and their dependents (42 U.S.C. § 10408(b)(1)(G)); and

- Provision of prevention services, including outreach to underserved populations (42 U.S.C. § 10408(b)(1)(H));

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 current 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 Indian tribal governments. Applicants may satisfy the required match with either cash, donations or in-kind services. A grant made under this program may not cover more than 80 percent of the **total costs of the project** being funded.

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:

To calculate match, take the total amount of grant funds requested times 25%. For example, if grant funds requested are \$50,000, your agency must provide \$12,500 in match ($50,000 \times 25\% = 12,500$). 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.

Match Waiver

In certain circumstances, applicants can request a match waiver. Applicants wishing to request a match waiver can ask for a waiver of match in the application. In addition, applicants must provide the amount of match they are willing to provide and a justification for the waiver.

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.**

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, SASP and FVPSA each require an annual report. VOCA requires quarterly reporting in the OVC PMT system. Successful applicants will receive more information on how and when to report performance data.

Reporting and data collection – Successful grant applicants will be required to collect and report on victim services data, collaboration, training, volunteers, etc. The following is not an exhaustive list of

what you will be required to report; however, it should give you an idea of the information you will need to collect.

- 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

SECTION 3 -- APPLICATION CONTENT

This RFP contains instructions for completing all of the victim services grant opportunities. Applicants will determine which application is most appropriate to complete. Applicants can submit multiple applications; however, each unique project must be submitted on its own application. The grant opportunities for victim services grants are:

- 1) Coalition Application (Statewide) FFY20-22
- 2) Culturally Specific Application FFY20-22
- 3) Domestic Abuse Comprehensive Application FFY20-22
- 4) Hotline/Chatline Application (Statewide) FFY20-22
- 5) Sexual Abuse Comprehensive Application FFY20-22
- 6) Shelter Application FFY20-22
- 7) Survivors of Homicide and Other Violent Crimes Application FFY20-22
- 8) VOCA Projects Application FFY20-22

Applications must be submitted online via iowagrants.gov. This offline RFP is intended to give applicants an earlier start to prepare their applications. CVAD recommends applications be written offline and then entered into iowagrants.gov either by pasting or uploading documents.

Each of the applications for victim services grants has its unique funding opportunity in iowagrants.gov which corresponds to the type of victim service being applied for, i.e., Domestic Abuse Comprehensive, Shelter, etc.

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.](#)

The following grant components is applicable to ALL CVAD victim services grant opportunities. Complete offline and enter into iowagrants.gov application.

Cover Sheet - General Information

The information on this form is collected for the Iowa Department of Management to ensure consistent basic data collection from all grant applications.

Authorized Official

Name*

Title*

Organization*

Address*

City/State/Zip*

Telephone Number*

E-Mail*

Fiscal Officer/Agent

Name*

Title

Organization

Address

City/State/Zip
Telephone Number
E-Mail

County(ies) Participating, Involved, or Affected by this Proposal*

Congressional District(s) Involved or Affected by this Proposal*

[Congressional Map](#)

Iowa Senate District(s) Involved or Affected by this Proposal*

[District Map](#)

Iowa House District(s) Involved or Affected by this Proposal*

[District Map](#)

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Question # 1

1. The proposed grant programs or policies could have a disproportionate or unique POSITIVE IMPACT on minority persons. *

If YES, describe the positive impact expected from this project

Indicate the group(s) positively impacted.

Question # 2

2. The proposed grant project programs or policies could have a disproportionate or unique NEGATIVE IMPACT on minority persons. *

If YES, describe the negative impact expected from this project.

If YES, present the rationale for the existence of the proposed program or policy.

If YES, provide evidence of consultation with representatives of the minority groups impacted.

Indicate the group(s) negatively impacted.

Question # 3

3. The proposed grant project programs or policies are NOT EXPECTED TO HAVE A DISPROPORTIONATE OR UNIQUE IMPACT on minority persons. *

If YES, present the rationale for determining no impact.

Agency & General Information

Legal Name of Recipient

Project Director: *(the person who will oversee the grant)*

Name*

Address*

City/State/Zip (include last 4 digits)

Telephone Number*
E-Mail*

Fiscal Contact: *(the person responsible for financial management of the grant)*

Name*
Telephone Number*
E-Mail*

Executive Director *(complete if different from authorized official listed above)*

Name*
Telephone Number*
E-Mail*

Type of Entity: *(when you submit in iowagrants.gov, you will be asked to check all that apply)*

Public Educational Institution
Private Educational Institution
Government Agency
Foreign-Based Entity
Private, Non-Profit
Private, For-Profit
Individual
Corporation
Small Business
Small Disadvantaged Business
Minority Owned Business
Woman Owned Business
Other

Identification Numbers: *(when you submit in iowagrants.gov, you will be asked the following)*

Tax ID #
DUNS number

Sub-recipient Data Questions

This component on iowagrants.gov will help CVAD capture additional information about the applicants. Was your organization subject to audit as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

For programs expending less than \$750,000 in federal funds, is your audit conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Does your organization expect to spend \$750,000 or more in Federal financial assistance awards and subawards in the next fiscal year?

Does your organization have a federally negotiated indirect cost rate agreement? *If you answer yes to this question you will be asked to attach a copy of the agreement*

Does your organization plan to use the federally allowed de minimus rate (10%)? *If you answered yes, you will be asked to attach CVAD Indirect Cost Form*

Is your organization or any of your principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency? If yes, explain.

Has your organization or any of your principals ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency? If yes, explain.

Does your organization maintain a financial management system that provides records that can identify the source and application of funds for subaward activities?

Does your organization's financial management system provide for the control and accountability of project funds, property, and other assets?

Is your organization delinquent on repayment of any federal debt including direct and guaranteed loans and other debt?

Is your organization registered in SAM?
If yes, enter your SAM registration expiration date

What is your agency fiscal year end date?

How many years have you managed federal or state grants?:

If you receive other grant funds, please tell us which ones conduct site monitoring, audits or oversee your grant funds?:

Budget and Budget Narrative Questions

All applicants for CVAD funding will be required to submit budget information. Iowagrants.gov has a built in budget template; however, CVAD requires applicants to complete their budgets in an Excel document using the CVAD budget template. In addition, applicants will also be required to complete a budget narrative, which will be uploaded as a Word document and will also be entered into iowagrants.gov's online budget template in the budget justification sections.

Complete the following questions offline and then enter into iowagrants.gov.

For currently funded CVAD programs, provide a budget based on your current award amount (FY19: July 1, 2018-June 30, 2019). Provide budget narrative/justification for each budget category. For programs not currently funded, base your grant request on the amount you need, not to exceed the amount allocated for each of Iowa's regions/zones. See page 4-5 of the RFP for funding amounts available per region. For more information on Iowa's regions/zones and to download all required forms, [click here](#).

For currently funded projects only: If provided with additional funds, up to 20%, of your current award, what would the program use these for? Provide a separate budget and budget justification for how additional funds would be prioritized by the program. *Download the budget template and budget narrative. Do not enter the increased budget into the iowagrants.gov budget template. ONLY complete the increased budget on the excel budget spreadsheet you will upload as part of your online*

iowagrants.gov application. Use the budget narrative worksheet to explain how additional funds would be spent.

Outline all additional sources of income for the project. Provide the source of funding (federal, local, United Way, etc.), the amount, the purpose of funds and whether the funds are anticipated or secured. If known, advise which funds will be used for match.

Applicants need to provide 25% match on federal funds. Please tell us if you need state funds to help meet your match, if so, how much?

Do you need to request a match waiver? Provide a brief reason for the waiver. Match waiver requests will be submitted to the federal government (VOCA only) after CVAD issues grant awards.

Reminders while crafting budgets:

- Up to 20% of the equivalent of one position can be used for fundraising and up to 20% of the equivalent of one position can be used for prevention activities. Use payroll 2 and benefits 2 on the budget templates to enter fundraising or prevention personnel costs.
- CVAD will not pay for more than \$55,000 in total towards the salary of executive directors or management staff.
- Out of state travel locations should be identified whenever possible. If locations aren't/can't be identified, identify the position to be sent (if known), or write "TBD" and estimate the total expense budgeted for the trip. Please remember prior approval will be required once the Program has these details.
- 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.

Budgeting Instructions - The online budget form, in *iowagrants.gov* and the Excel budget template, which is to be uploaded in *iowagrants.gov*, 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 Requested column. Enter the match you will provide in the match column and enter the source of the match in the Match Source column (Excel only). For any expense line you are NOT requesting funding for, or using for match, enter 0 or leave blank. **When asked to provide a budget for up to 20% increase in funds, (not applicable to projects not currently funded), use the CVAD budget template (column D Grant Request with 20% increase). Do not enter the increased budget in *iowagrants.gov*.**

Budget Breakdown – A budget narrative (or 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 narratives 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 narrative in the appropriate budget category. Use the CVAD Budget Narrative document and also enter the narrative into the online *iowagrants.gov* online budget justification section of the budget. When

asked to provide a narrative for an increase of up to 20%, use the CVAD budget narrative form to provide your answer. You can either add the increase narrative to each line item or you can provide a narrative at the end of the document.

Payroll: List all employees who will be either paid from grant funds or used as match, or a combination. There are two sections of payroll – Payroll 1 and Payroll 2. The majority of your payroll will be included in Payroll 1. Payroll 2 is where you enter any staff who will be fundraising or doing prevention activities. On the CVAD Excel budget template list each employee, the amount of grant funds requested and match, if applicable. When it is time to enter payroll information into iowagrants.gov, you will enter each person separately. The following is the information you will need for each person.

Name	Title	New Position	Work Hours Per Week	Work Hours Per Week On Grant Activities	% of Grant Activity	Total Annual Salary	Total Payroll #1 (PS#1) Amount	Total Payroll #1 (PS #1) Requested	Match Amount
------	-------	--------------	---------------------	---	---------------------	---------------------	--------------------------------	------------------------------------	--------------

Benefits: In both the CVAD budget template and the iowagrants.gov budget form you will enter the type of benefit and the dollar amount of benefit you are requesting from the grant or providing as match. On both the CVAD Excel budget template and the iowagrants.gov template you can list the benefit, such as Wellmark, provide the type of benefit, such as health care. The iowagrants.gov benefit section looks like this:

Name	Title	Benefit Type	Work Hours Per Week	Work Hours Per Week On Grant Activities	% of Grant Activity	Total Benefit Amount for Payroll #1	Total Benefit Requested for Payroll #1	Match Amount
------	-------	--------------	---------------------	---	---------------------	-------------------------------------	--	--------------

You only need to provide the Name of the benefit and the Benefit Type, Total Benefit Requested in Payroll #1 (or Payroll #2 if applicable) and Match Amount (if applicable).

Travel to Provide Services: In the CVAD budget template and in iowagrants.gov 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 Justification box, provide a summary of number of staff, estimated miles, cost of mileage and costs other expenses (hotels, meals, etc.). The iowagrants.gov travel to provide services section looks like this:

Name	Title	% of Grant Activity for PS#1	% of Grant Activity for PS#2	Vehicle	Total Miles	Mileage Costs	Total Travel Costs	Travel Amount Requested for PS#1	Travel Amount Requested for PS#2	Match Amount
------	-------	------------------------------	------------------------------	---------	-------------	---------------	--------------------	----------------------------------	----------------------------------	--------------

You are allowed to sum all of the travel to provide services into one line as long as you have explained in the budget narrative how you arrived at that cost. You can also enter every staff person you anticipate will travel to provide services. Travel to provide services is travel (always in state) to provide victim services. Do not enter meetings, trainings, conferences, etc. here.

In-State Training: In the CVAD budget template and in iowagrants.gov 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 Justification section 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. The iowagrants.gov in state training section looks like this:

me	Tit	% of Grant	% of Gran	Confere	Conference/	Registr	Trans	Hotel	Meal	Other	Tota	Train	Traini	Matc
----	-----	------------	-----------	---------	-------------	---------	-------	-------	------	-------	------	-------	--------	------

	Activity for Payroll #1 (PS#1)	Activity for Payroll #2 (PS#2)	Training Name	Location (City)	Costs	on Costs		(Based on State Rate)	Expenses (Parking, Luggage Fees, etc.)	Training Costs	Amount Requested for PS#1	Amount Requested for PS#2	Amount
--	--------------------------------	--------------------------------	---------------	-----------------	-------	----------	--	-----------------------	--	----------------	---------------------------	---------------------------	--------

Out-of-State Training: In the CVAD budget template and in iowagrants.gov 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 Justification section 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. The iowagrants.gov out of state training section looks like this:

Name	Title	% Grant Activity for Payroll #1	% Grant Activity for Payroll #2	Conference/Training Name	Conference/Training Location (City/State)	Registration Costs	Transportation Costs	Hotel Costs	Meal Costs (based on State rates)	Other Travel Expenses (Parking, Luggage, etc.)	Total Out of State Costs	Training Amt. Requested for PS#1	Training Amt. Requested for PS#2	Match Amount
------	-------	---------------------------------	---------------------------------	--------------------------	---	--------------------	----------------------	-------------	-----------------------------------	--	--------------------------	----------------------------------	----------------------------------	--------------

Contracted Services: In the CVAD budget template and in iowagrants.gov budget form list each subcontractor, subaward and consultant separately as either grant funds requested or in the match column. In the Contractual Services Justification section box provide additional details if necessary. The iowagrants.gov contracted services section looks like this:

Name of Agency or Person	Type of Consultant Services	Total Hours	Hourly Rate	Total Contractual Services	Contractual Services Requested	Match Amount
--------------------------	-----------------------------	-------------	-------------	----------------------------	--------------------------------	--------------

Equipment: In the CVAD budget template and in iowagrants.gov 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 Justification section provide a narrative explanation for the equipment. The iowagrants.gov equipment section looks like this:

Equipment Item	Name	Title	% of Grant Activity for PS#1	% of Grant Activity for PS#2	Total Equipment	Total Equipment Amount Requested PS#1	Total Equipment Amount Requested PS#2	Match Amount
----------------	------	-------	------------------------------	------------------------------	-----------------	---------------------------------------	---------------------------------------	--------------

For each of the following categories for which you are requesting funding, or providing match, enter the total amount requested in the CVAD budget form and in iowagrants.gov. In the corresponding

Justification section 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 worked 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.

Statewide Coalition Application

(FY2020-FY2022)

These questions are specific to the funding opportunity for Statewide Coalitions. In addition to the standard information for all applicants, starting on page 22 of the RFP, you will also need to complete the following questions.

Complete offline and upload into iowagrants.gov

Required Uploads:

Articles of Incorporation

Certificate of Liability Insurance

Total Program Budget*

Position Job Descriptions for CVAD funded and match positions

Table of Organization

Board of Directors

Office of Civil Rights Form

Certified Assurances (review and sign certification iowagrants.gov)

Service Standards

Copy of your time and activity log or timesheet

*A complete program budget shows all the funding for your domestic violence program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

Agency Information

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description. (*Provide a brief description of your agency. Tell us the number of FTEs employed, a summary of the different programs your agency provides and include the number of counties you serve.*)
3. Identify your agency's core areas of focus, include both CVAD funding and your other funding, and provide a short description of each.
4. Outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. (*Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services might include volunteers who work on the agency's website, provide legal advice to the agency, or provide maintenance work.*)
5. Technical Assistance (TA). Please do each of the following:
 - a. Outline the process for receiving and responding to requests for technical assistance from an advocate, a member program, a non-member program and the general public.

b. Please create a chart showing technical assistance provided over the past three years by the following:

1. # of times TA was provided in 2017, 2018 and 2019
2. A breakdown of # of TA provided by email, phone call, on-site visit, other
3. List the top five categories of TA requests (i.e. housing alternatives, management/administrative questions, diversification of funds, serving incarcerated survivors, etc.)

c. Describe how you evaluate your TA provision and make changes based on feedback provided.

d. Describe, in detail, your plan for equitable TA provision across the state over the next three years. This plan should include at least two goals that will be used to measure the success of the TA provision.

6. Outline your basic and advanced certification processes. Please include the following:

- a. How an advocate/program obtains certification;
- b. Process for renewal and continuing education requirement;
- c. Documentation process
- d. Frequency and location of on-site certification trainings (broken down by basic/advanced) from the past three years;
- e. Frequency and location of on-site certification trainings (broken down by basic/advance) planned for the next three years;
- f. Process for attendees' evaluation of trainings;
- g. Explain how the training staff measures the increase of attendees' knowledge.

7. Outline your membership processes. Please include the following:

- a. How does an agency apply for membership?
- b. How is a membership application determination made?
- c. Outline the membership structure, including dues and any policies governing this;
- d. A description of each of the membership benefits your agency provides (i.e. lobbying, consultation, marketing, etc.).

8. Describe at least three ways in which your agency is actively dismantling systemic barriers that cause survivors to be re-traumatized, prevent them from having access to equitable, quality services and positive criminal-legal outcomes, harm a survivor’s ability to stabilize following victimization, or perpetuate cycles of violence.

9. Describe the demographics of your entire service area. To answer this question, create a chart or charts with the following: age, sex, ethnicity, race, persons with disabilities, poverty level/household income, limited English proficient, etc.) See sample chart below.

Sample Demographics Chart

Age	Sex	Ethnicity	Race	Persons with disabilities or Deaf Persons	Poverty level/household income	Limited English	Other
-----	-----	-----------	------	---	--------------------------------	-----------------	-------

a. Describe how your staffing, volunteers and Board of Directors, reflect the demographics in the chart.

10. Describe the agency’s plan for addressing vicarious trauma of staff and volunteers (Include any relevant policies, benefits, and/or other strategies to address this).

11. Describe your fundraising strategy for this three-year grant period to ensure programmatic flexibility/adaptability, ensure long-term sustainability and to supplement your program. Incorporate your past successes and hardships to determine how you plan to structure fundraising.

Culturally Specific Domestic Violence/Sexual Assault Program Application (FFY20-22)

These questions are specific to the funding opportunity for Culturally Specific Programs. In addition to the standard information for all applicants, starting on page 22 of the RFP, you will also need to complete the following questions.

Complete offline and upload into iowagrants.gov

Definition of Culturally Specific Program (CSP): Organizations that are culturally based, directed, and substantially controlled by individuals from historically marginalized populations, who have a history of service to those specific communities or cultures. For the purpose of this proposal, historically marginalized communities may include, but are not limited to, ethnic and racial minorities; boys and men of color; individuals from the LGBTQIA+ community; individuals with disabilities and Native Americans.

The voices and needs of individuals from culturally specific communities are often overlooked. The designation of these groups or populations are not only based upon the inherent attributes of the individuals in the population (such as gender identity, age, race, ethnicity, sexual orientation, etc.), but also historical systemic barriers which cause certain demographic groups to experience greater challenges in terms of accessing support. Barriers to access for these individuals are enhanced by race, ethnicity, age and sex. Factors such as geographic location, income, a lack of access to safe and affordable housing, adequate medical care, employment opportunities and a quality education intersect with the aforementioned attributes to further disenfranchise these populations.

For all of these reasons a non-culturally specific program may be considered eligible to apply under this solicitation only if all of following exist:

1. A mission statement, separate and unique to a marginalized community.
2. An advisory group for the culturally specific population composed of individuals who identify as members of the specific marginalized community.
3. A separate program budget that demonstrates a concentrated focus on a specific marginalized community, as well as a staffing plan reflective of that community.
4. Demonstration of established partnerships with organizations reflective of the marginalized community.
5. An extremely compelling case for why this program is best suited to receive these funds.
(Compile all information requested above (1-5) and upload one document titled, "Non Culturally Specific Eligibility Justification where indicated in the application.)

Required Uploads:

Articles of Incorporation
Certificate of Liability Insurance
Total Program Budget*
Position Job Descriptions for CVAD funded and match positions
Table of Organization
Board of Directors
Office of Civil Rights Form

Certified Assurances (review and sign certification iowagrants.gov)

Service Standards

Copy of your time and activity log or timesheet

Non-Culturally Specific Eligibility Justification (if applicable)

*A complete program budget shows all the funding for your culturally specific program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

Narrative Questions:

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description
 - a. Number of FTEs
 - b. Short summary of services
 - c. Each office location and office hours
3. Do you have a current culturally specific CVAD grant? (yes or no)
4. Please list the counties of your service area. If you are a statewide program, please list the following:
 - a. Top three counties where your services are strongest.
 - b. Three counties you would like to strengthen services in the upcoming three-year grant period.
5. Target Demographic
 - a. What special population(s) is your agency proposing to serve?
 - b. In the past three years, how do the survivors who accessed services at your program reflect your target demographic? Use data to support your response. (*New programs put N/A)
 - c. Describe how your staff, volunteers and Board of Directors reflects the target demographic.
6. What are the unique needs of your community as it relates to domestic and sexual violence (i.e. cultural, linguistic, geographic, resources, traditions, values, etc.)?
7. Please identify both the short and long-term services your agency will provide each of these categories of victims (whenever possible, please explain how service provision is unique and tailored to your community. If your program does not serve any of these specific categories, please explain why):
 - a. Adults
 - b. Youth
 - c. Teens
 - d. Male survivors
 - e. Family members/significant others
 - f. Community members
 - g. Others?

8. Identify and describe all holistic healing options available to survivors of sexual assault and domestic violence. Include the location, frequency and target demographic (age sex, gender orientation, etc.). *Definition of holistic services: Services that prioritize the healing of mind, and body, community, as well as active listening. Please describe how these activities are tailored to your community(ies). (For example: a poetry slam, elder/youth quilting group, Native sweat lodge, community cooking class, youth running group, etc.).*
9. Outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. *(Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services might include volunteers who work on the agency's website, provide legal advice to the agency, or provide maintenance work.)*
10. Describe how your target demographic knows you are a resource for them.
- In the prior three years, where did you market, how did you market, how often, who was targeted and how many were reached? (*New projects put N/A if appropriate)
 - What is your marketing strategy for this three-year grant period?
11. Identify three unique collaborations in your service area that will make your program successful (Please do not include CVAD funded, Non-Culturally Specific DA/Shelter/SA/Survivors of Homicide comprehensive programs). For each, include the following:
- The name and location of the agency
 - Program's point of contact at the agency-name and contact info (phone and email)
 - What the collaboration entails (i.e. housing, fundraising, community awareness, etc.)
 - Is this an existing collaboration? If yes, for how long?
12. Identify one short term (0-12 months) and one long term goal (12-36 months) for your proposal. Each goal must be measurable and must outline the following:
- Challenge to be addressed
 - Steps necessary to achieve a solution (who, what, where, when, how)
 - Timeline for completion, by task
 - Desired outcome (again, must be measurable)
13. CVAD is requiring all comprehensive SAC programs to conduct "community conversations" during the first 12 months of the grant period to ensure the program is both listening to and providing services to address the identified needs of all communities in all of their service area. We recognize these conversations would likely look very different for your program. Please describe how you could hold

conversations, or activities to engage your community(ies) to both assess and respond to their needs around sexual assault services outside the context of intimate partner violence

- a. What will the activities/conversations look like?
- b. Where will these activities, or conversations take place?
- c. How many will you hold?
- d. How will you recruit attendees?
- e. Who will facilitate these meetings?

(This plan will be updated and finalized during the first quarter of the grant period.):

14. Describe your fundraising strategy for this three-year grant period Use past activities and amount of funds raised to support your answer.

Domestic Abuse Comprehensive (FY2020-FY2022)

These questions are specific to the funding opportunity for Domestic Abuse Comprehensive Programs. In addition to the standard information for all applicants, starting on page 22 of the RFP, you will also need to complete the following questions.

Complete offline and upload into iowagrants.gov

Required Uploads:

- Articles of Incorporation
- Certificate of Liability Insurance
- Total Program Budget*
- Position Job Descriptions for CVAD funded and match positions
- Table of Organization
- Board of Directors
- Office of Civil Rights Form
- Certified Assurances (review and sign certification iowagrants.gov)
- Service Standards
- Copy of your time and activity log or timesheet

*A complete program budget shows all the funding for your domestic violence program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description. (*Provide a brief description of your agency. Tell us the number of FTEs employed, a summary of the different programs your agency provides and include the number of counties you serve.*)
3. Region (*Iowa's victim service programming is divided into 6 regions. Select the region your program will serve*). Regions and zones are found [here](#).
4. Identify all office locations

Outreach Office Address	Outreach Office Hours of Operation

5. Provide the following:
 - a. What % of clients in prior 3-year period were provided services in one of your office locations (either the main office or one of your outreach offices)
 - b. What % of clients in prior 3-year period were provided services;
 1. In the community: ___%
 2. In-home: ___%
 3. Systems-based locations (hospital, law enforcement, court)
 4. In schools/on campus (primary, secondary, colleges or universities): ___%
 5. Other: ___%

Identify other locations: _____

**For new programs who have no established history of providing DAC services provide the following:

- Projected number of DAC clients you expect to serve: _____
- Where you expect to serve them, broken by %: *(Format your answers like this: location (estimated %). See 4a and b above for examples of locations. Separate the different locations by commas.*

6. Outline one, meaningful, non-systems-based collaboration in each county of your service area specific to domestic violence services. (For programs with service areas of 2 counties or less, provide 3 non-systems based collaborations for each county in the service area). Each collaboration listed should be a unique agency, not the same agency serving multiple counties in the service area.

System based entities include hospitals, law enforcement, court personnel, etc. Therefore, non-systems based collaborations are collaborations established with entities such as schools, food banks, clothes closets, career counselors, landlords, faith-based institutions, etc.

To answer this question, create and upload a chart with the following headings. See sample chart below.

Name of Agency

County Served

Agency Contact *(Provide the name, email address and telephone number of your DAC program's point of contact at the collaborating agency.)*

Collaboration Description *(Provide what the collaboration entails (e.g. housing resource, education/training of staff or survivors, co-located services, donated services, client assistance, referrals, fundraising, etc.).*

Sample non-systems based collaborations chart

Agency Name	County	Agency Contact	Collaboration Description
-------------	--------	----------------	---------------------------

7. If your DAC program has not established a meaningful non-systems collaboration in a county you serve, provide three agencies to target in the upcoming year. This question is to be answered by both currently funded programs and programs new to CVAD funding.

8. Volunteers-outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. *(Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services*

might include volunteers who work on the agency’s website, provide legal advice to the agency, or provide maintenance work.)

9. Please describe short and long-term services (beyond the immediate crisis response) for each survivor category listed below. Be specific!

- Adult
- Youth
- Child
- Teen dating
- Males
- Family members
- Community members
- Others (list)

10. Identify all holistic healing service options available specific to domestic abuse survivors. Include the location, frequency and target demographic (age sex, gender orientation, etc.). If none are being provided, describe how you plan to incorporate holistic options into your services during this three-year grant. *(Holistic services are those services that considers the whole person and prioritize the healing of mind and body, as well as active listening.)*

11 Describe how all DA victims know you are a resource for them? How do you market? Where? How often?

12. Describe your program’s online & community presence (i.e. website, social media, community events, etc.)

13. Describe the demographics of your entire service area. To answer this question, create and upload a chart or charts with the following: age, sex, ethnicity, race, persons with disabilities, poverty level/household income, limited English proficient, etc.) See sample chart below.

Sample Demographics Chart

Age	Sex	Ethnicity	Race	Persons with Disabilities or Deaf Persons	Poverty level/ household income	Limited English	Other

a. How do the survivors accessing your services reflect the demographics provided in the chart?

b. Identify categories of survivors who are not accessing services from your program. You can include underserved, inadequately served or unserved survivors.

c. Describe how your staffing, volunteers and board of directors, reflect the demographics you provided in the chart.

14. Describe the agency’s plan for addressing vicarious trauma of staff and volunteers (Include any relevant policies, benefits, and/or other strategies to address this).

15. Tell us how your agency or program provides for the housing and financial needs of victims by describing how client assistance funds are provided to domestic abuse victims. Please be sure your response includes how your program diverts individuals from traditional shelter and how your program helps with housing and financial needs in other ways.

Once needs are identified, how do you address the following:

- a. Long term housing assistance (rent, deposit, mortgage, transitional housing)?
- b. Gift cards (type, typical amount, etc.)?
- c. Transportation (to services, relocation, to court events, etc.)?
- d. Short term housing (hotel, motel, rent, safe homes, etc.)?
- e. Other client assistance needs?

B. What was the average amount (from all sources) of direct assistance spent providing for the tangible needs of domestic abuse victims in the prior three years?

C. What was the average number of domestic abuse clients served with direct assistance over the prior three years?

Upload the assessment tool your agency uses.

16. Identify two short term (0-12 months) and two long term goals (12-36 months) to improve your agency's service response to victims of domestic violence based on any limitations you recognized while answering questions 4-14 above? Each goal must be measurable and must outline the following:

- A. Challenge to be addressed
- B. Steps necessary to achieve a solution (who, what, where, when, how)
- C. Timeline for completion
- D. How will you know if you are successful (again, must be measurable)

17. What is your plan to provide specialized services for children exposed to family violence, domestic violence, or dating violence, including victims who are members of underserved populations?

18. Describe the housing process in your region between you and your shelter.

19. Describe your fundraising strategy for this three-year grant period to ensure programmatic flexibility/adaptability, ensure long-term sustainability and to supplement your program. Incorporate our past successes and hardships to determine how you plan to structure fundraising.

For New Programs ONLY:

For the purpose of this application, new programs are those programs or agencies who have not received CVAD victim services funding in the past three years. CVAD does not consider a new service or project proposed from a currently funded agency to be a new program.

If this application is from a new program, in addition to providing all of the information listed above, complete the following:

- a. Mission Statement
- b. Description of Agency (provide more detail than provided above)
- c. Letters of Support from Community Collaborations, up to 5?
- d. Acknowledgement of certified assurance requirements
- e. Plan to capture service data and service hours

Statewide Hotline/Chat line Application

(FY2020-FY2022)

These questions are specific to the funding opportunity for Statewide Hotline/Chatline applicants. In addition to the standard information for all applicants, starting on page 22 of the RFP, you will also need to complete the following questions.

Complete offline and upload into iowagrants.gov

Required Uploads:

Articles of Incorporation

Certificate of Liability Insurance

Total Program Budget*

Position Job Descriptions for CVAD funded and match positions

Table of Organization

Board of Directors

Office of Civil Rights Form

Certified Assurances (review and sign certification iowagrants.gov)

Service Standards

Copy of your time and activity log or timesheet

*A complete program budget shows all the funding for your domestic violence program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description. (*Provide a brief description of your agency. Tell us the number of FTEs employed, a summary of the different programs your agency provides and include the number of counties you serve.*)
3. Service Summary. Please describe all of the following:
 - a. Services provided
 - b. Location(s) of staff for hotline/chat line
 - c. Staffing Plan. How does it reflect call/chat patterns?
 - c. Collaboration with regional/program hotlines
 - d. Training of staff. How is active listening being promoted through training?
 - e. Successes & Barriers
 - f. Evaluation of services
 - g. Call/Chat statistics (for prior three-year period)
 1. Average call time; # of chats per victim

2. # of survivors served by demographic

- Domestic Abuse Victims/Survivors:
 - Domestic Abuse Adults (18+ years old)
 - Domestic Abuse Children (0-17 years old)
 - Teen Dating Violence (13-17 years old)
- Sexual Abuse/Assault Victims/Survivors:
 - Sexual Abuse Adult Females (18+ years old)
 - Sexual Abuse Adult Males (18+ years old)
 - Sexual Abuse Adolescents (13-17 years old)
 - Sexual Abuse Children (0-12 years old)
 - Adult Survivor of Sexual Abuse or Incest, Female
 - Adult Survivor of Sexual Abuse or Incest, Male
- Human Trafficking Victims/Survivors:
 - Human Trafficking, Female (18+ years old)
 - Human Trafficking, Male (18+ years old)
 - Human Trafficking, Adolescent (13-17 years old)
 - Human Trafficking, Child (0-12 years old)
- Other Violent Crime Victims/Survivors:
 - Assault, including Willful Injury, Terrorism, Hazing & Other Assaultive Crime (all ages)
 - Child Physical Abuse Victim (0-17 years)
 - Drunk/Intoxicated Driver Crashes, OTI Victims
 - Elder Abuse by a caretaker or family member
 - Robbery (all ages)
 - Stalking, Including Harassment, Cyber-Stalking, Online Harassment (all ages)
 - Survivors of Homicide (all ages)
 - Victims of Identity Theft (all ages)

3. # of survivors who called/chat broken down by region ([see region map](#))

- Region #1
- Region #2
- Region #3
- Region #4
- Region #5
- Region #6

4. # of dropped and unanswered calls

5. Projected number of calls/chats by region for each of the next funding years. Each funding year is October 1 through September 30, beginning October 1, 2019.

Crisis Calls/Number of Chats	2020	2021	2022
Region #1			
Region #2			
Region #3			
Region #4			
Region #5			

Region #6			
-----------	--	--	--

6. Justification for projected statistics

4. Outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. *(Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services might include volunteers who work on the agency’s website, provide legal advice to the agency, or provide maintenance work.)*

5. Describe the demographics of your entire service area. To answer this question, create and upload a chart or charts with the following: age, sex, ethnicity, race, persons with disabilities, poverty level/household income, limited English proficient, etc.) See sample chart below.

Sample Demographics Chart

Age	Sex	Ethnicity	Race	Persons with disabilities or Deaf Persons	Poverty level/ household income	Limited English	Other
-----	-----	-----------	------	---	---------------------------------	-----------------	-------

- a. How do the survivors accessing your services reflect the demographics provided in the chart?
 - b. Identify categories of survivors who are not accessing services from your program. You can include underserved, inadequately served or unserved survivors.
 - c. Describe how your staffing, volunteers and board of directors, reflect the demographics you provided in the chart.
6. Describe the agency’s plan for addressing vicarious trauma of staff and volunteers (Include any relevant policies, benefits, and/or other strategies to address this).
7. Describe how victims from across the state know you are a resource for them?
- a. In the prior three years, where did you market, how often, who was targeted and how many were reached?
 - b. What is your marketing strategy for this three-year grant period?
 - c. How does this plan incorporate increased marketing to categories of survivors identified in question 6b, or to lower #'s served in categories identified in question 3(f)(1), 3(f)(2) & 3(f)(3)?

8. Identify five unique collaborations from around the state, or nation who will help make this proposal successful (Please do not include CVAD funded DAC/SH/SAC programs). For each, include the following:
 - a. The name and location of the agency
 - b. Program's point of contact at the agency-name and contact info (phone and email)
 - c. What the collaboration entails

9. Identify one short term (0-12 months) and one long term goal (12-36 months) for your proposal. Each goal must be measurable and must outline the following:
 - A. Challenge to be addressed i.e., gap in service, unmet needs, etc.)
 - B. Steps necessary to achieve a solution (who, what, where, when, how);
 - C. Timeline for completion, by task;
 - D. Desired outcome (again, must be measurable).

10. Describe your fundraising strategy for this three-year grant period to ensure adaptability in the event of grant funding fluctuations. Use past activities and amount of funds raised to support your answer.

Sexual Abuse Comprehensive (FY2020-FY2022)

These questions are specific to the funding opportunity for Sexual Abuse Comprehensive programs. In addition to the standard information for all applicants, starting on page 22 of the RFP, you will also need to complete the following questions.

Complete offline and upload into iowagrants.gov

Required Uploads:

- Articles of Incorporation
- Certificate of Liability Insurance
- Total Program Budget*
- Position Job Descriptions for CVAD funded and match positions
- Table of Organization
- Board of Directors
- Office of Civil Rights Form
- Certified Assurances (review and sign certification iowagrants.gov)
- Service Standards
- Copy of your time and activity log or timesheet

*A complete program budget shows all the funding for your domestic violence program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description. (*Provide a brief description of your agency. Tell us the number of FTEs employed, a summary of the different programs your agency provides and include the number of counties you serve.*)
3. Region (*Iowa's victim service programming is divided into 6 regions. Select the region your program will serve. Regions and zones are found [here](#).*)
4. Identify all office locations

Outreach Office Address	Outreach Office Hours of Operation

5. Provide the following:
 - c. What % of clients in prior 3-year period were provided services in one of your office locations (either the main office or one of your outreach offices)
 - d. What % of clients in prior 3-year period were provided services;
 1. In the community: ___%
 2. In-home: ___%
 3. Systems-based locations (hospital, law enforcement, court)
 4. In schools/on campus (primary, secondary, colleges or universities): ___%

5. Other: __%
 Identify other locations: _____

**For new programs who have no established history of providing DAC services provide the following:

- Projected number of SAC clients you expect to serve: _____
- Where you expect to serve them, broken by %: *(Format your answers like this: location (estimated %). See 4a and b above for examples of locations. Separate the different locations by commas.*

6. Outline one, meaningful, non-systems-based collaboration in each county of your service area specific to sexual assault services. (For programs with service areas of 2 counties or less, provide 3 non-systems based collaborations for each county in the service area). Each collaboration listed should be a unique agency, not the same agency serving multiple counties in the service area.

System based entities include hospitals, law enforcement, court personnel, etc. Therefore, non-systems based collaborations are collaborations established, with entities such as schools, food banks, clothes closets, career counselors, landlords, faith-based institutions, etc.

To answer this question, create and upload a chart with the following headings. See sample chart below.

Name of Agency

County Served

Agency Contact *(Provide the name, email address and telephone number of your SAC program's point of contact at the collaborating agency.)*

Collaboration Description *(Provide what the collaboration entails (e.g. housing resource, education/training of staff or survivors, co-located services, donated services, client assistance, referrals, fundraising, etc.).*

Sample non-systems based collaborations chart

Agency Name	County	Agency Contact	Collaboration Description
-------------	--------	----------------	---------------------------

7. If your SAC program has not established a meaningful non-systems collaboration in any county you serve, provide three agencies to target in the upcoming year. This question is to be answered by both currently funded programs and programs new to CVAD funding.

8. Outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. *(Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services might include volunteers who work on the agency's website, provide legal advice to the agency, or provide maintenance work.)*

9. Please describe short and long-term services (beyond the immediate crisis response) for each survivor category listed below. Be specific!

- Adult
- Youth
- Child
- Teen dating
- Males
- Incarcerated
- Family members (significant others)
- Community members
- Others (list)

10. Identify all holistic healing service options available specific to survivors of sexual assault. Include the location, frequency and target demographic (age sex, gender orientation, etc.). If none are being provided, describe how you plan to incorporate holistic options into your services during this three-year grant. (*Holistic services are those services that considers the whole person and prioritizes the healing of mind and body, as well as active listening.*)

11. Describe how all SA victims know you are a resource for them? How do you market? Where? How often?

12. Describe your program’s online & community presence (i.e. website, social media, community events, etc.)

13. Describe the demographics of your entire service area. To answer this question, create and upload a chart or charts with the following: age, sex, ethnicity, race, persons with disabilities, poverty level/household income, limited English proficient, etc.) See sample chart below.

Sample Demographics Chart

Age	Sex	Ethnicity	Race	Persons with disabilities or Deaf Persons	Poverty level/household income	Limited English	Other
-----	-----	-----------	------	---	--------------------------------	-----------------	-------

a. How do the survivors accessing your services reflect the demographics provided in the chart?

b. Identify categories of survivors who are not accessing services from your program. You can include underserved, inadequately served or unserved survivors.

c. Describe how your staffing, volunteers and board of directors, reflect the demographics you provided in the chart.

14. Describe the agency’s plan for addressing vicarious trauma of staff and volunteers (Include any relevant policies, benefits, and/or other strategies to address this).

15. CVAD will require all Comprehensive SAC programs to conduct “community conversations” during the first 12 months of the grant period to ensure the program is both listening to, and providing services to address the identified needs of all communities in their service area. Read about community conversations in the [SADI Report](#). In preparation for this requirement, please provide a draft of the following:
- a. Potential dates/locations
 - b. Agenda & Questions to be asked of attendees
 - c. Plan to recruit attendees (How are you being intentional in targeting all of the demographics identified above)?
 - d. Who will facilitate these meetings?

This plan will be developed in more detail during the first quarter (Oct 1, 2019 to Dec 31, 2019) with your CVAD grant monitor.

16. Identify two short term (0-12 months) and two long term goals (12-36 months) to improve your agency’s service response to victims of sexual assault based on any limitations you recognized while answering questions above. Each goal must be measurable and must outline the following:
- A. Challenge to be addressed (i.e., gap in service, unmet needs, etc.)
 - B. Steps necessary to achieve a solution (who, what, where, when, how)
 - C. Timeline for completion
 - D. How will you know if you are successful (again, must be measurable)?
17. Describe your fundraising strategy for this three-year grant period to ensure programmatic flexibility/adaptability, ensure long-term sustainability and to supplement your program. Incorporate our past successes and hardships to determine how you plan to structure fundraising.

Shelter (FY2020-FY2022)

These questions are specific to the funding opportunity for Shelter applicants. In addition to the standard information for all applicants, starting on page 22 of the RFP, you will also need to complete the following questions.

Complete offline and upload into iowagrants.gov

Required Uploads:

Articles of Incorporation

Certificate of Liability Insurance

Total Program Budget*

Position Job Descriptions for CVAD funded and match positions

Table of Organization

Board of Directors

Office of Civil Rights Form

Certified Assurances (review and sign certification iowagrants.gov)

Service Standards

Copy of your time and activity log or timesheet

*A complete program budget shows all the funding for your domestic violence program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description. (*Provide a brief description of your agency. Tell us the number of FTEs employed, a summary of the different programs your agency provides and include the number of counties you serve.*)
3. Region (*Iowa's victim service programming is divided into 6 regions. Regions and zones are found [here](#).*)
4. Outline one, meaningful, non-systems-based collaboration in each county of your service area specific to shelter services. (For programs with service areas of 2 counties or less, provide 3 non-systems based collaborations for each county in the service area). Each collaboration listed should be a unique agency, not the same agency serving multiple counties in the service area.

System based entities include hospitals, law enforcement, court personnel, etc. Therefore, non-systems based collaborations are collaborations established, with entities such as schools, food banks, clothes closets, career counselors, landlords, faith-based institutions, etc.

Name of Agency

County Served

Agency Contact (*Provide the name, email address and telephone number of your shelter's point of contact at the collaborating agency.*)

Collaboration Description (*Provide what the collaboration entails (e.g. housing resource, education/training of staff or survivors, co-located services, donated services, client assistance, referrals, fundraising, etc.).*)

5. If your shelter has not established a meaningful non-systems collaboration in any county you serve, provide three agencies to target in the upcoming year. This question is to be answered by both currently funded programs and programs new to CVAD funding.

6. Outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. (*Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services might include volunteers who work on the agency's website, provide legal advice to the agency, or provide maintenance work.*)

7. Please describe short and long-term services (beyond the immediate crisis response) for each survivor category listed below. Be specific!

- Adult
- Youth
- Child
- Teen dating
- Males
- Family members
- Others (list)

8. Identify all holistic healing service options available specific to survivors in shelter (or outside shelter if applicable) Include the location, frequency and target demographic (age sex, gender orientation, etc.). If none are being provided, describe how you plan to incorporate holistic options into your services during this three-year grant. (*Holistic services are those services that considers the whole person and prioritizes the healing of mind and body, as well as active listening.*)

9. Describe how all victims (victims of domestic violence, sexual assault and other violent crimes) know you are a resource for them? How do you market? Where? How often?

10. Describe your program's online & community presence (i.e. website, social media, community events, etc.)

11. Describe the demographics of your entire service area. To answer this question, create and upload a chart or charts with the following: age, sex, ethnicity, race, persons with disabilities, poverty level/household income, limited English proficient, etc.) See sample chart below.

Sample Demographics Chart

Age	Sex	Ethnicity	Race	Persons with disabilities or Deaf Persons	Poverty level/ household income	Limited English	Other
-----	-----	-----------	------	---	---------------------------------	-----------------	-------

- a. How do the survivors accessing your services reflect the demographics provided in the chart? Use data to support your answer.
 - b. Identify categories of survivors who are not accessing shelter at your agency include underserved, inadequately served or unserved survivors.
 - c. Describe how your staffing, volunteers and board of directors, reflect the demographics you provided in the chart.
 - d. What accommodations do you make for diverse survivors to ensure they are receiving appropriate services?
12. Describe the agency’s plan for addressing vicarious trauma of staff and volunteers (Include any relevant policies, benefits, and/or other strategies to address this).
13. Describe the following:
- a. Your program’s intake and assessment process. Upload your assessment tool.
 - b. How do you determine eligibility for shelter?
 - c. What is your process for serving those who aren’t deemed to be eligible for shelter?
 - d. The average length of stay in shelter in the past three years?
 - e. The average number of turn-aways over the past three years?
 - f. How your program ensures clients’ stabilization, security and success upon transition out of shelter?
14. Identify two short term (0-12 months) and two long term goals (12-36 months) to improve your agency’s service response to victims of domestic violence based on any limitations you recognized while answering questions above. Each goal must be measurable and must outline the following:
- A. Challenge to be addressed (i.e., gap in service, unmet needs, etc.)
 - B. Steps necessary to achieve a solution (who, what, where, when, how)
 - C. Timeline for completion
 - D. How will you know if you are successful (again, must be measurable)?
15. What is your plan to provide specialized services for children exposed to family violence, domestic violence, or dating violence, including victims who are members of underserved populations?

16. Describe your fundraising strategy for this three-year grant to ensure adaptability in the event of grant funding fluctuations. Use past activities and amount of funds raised to support your answer.

17. Describe the housing process between you and your local domestic abuse program.

Survivors of Homicide & Other Violent Crimes (SOH/OVC) Application (FY2020-FY2022)

These questions are specific to the funding opportunity for Survivors of Homicide and Other Violent Crimes programs. In addition to the standard information for all applicants, starting on page 22 of the RFP, you will also need to complete the following questions.

Complete offline and upload into iowagrants.gov

Required Uploads:

Articles of Incorporation

Certificate of Liability Insurance

Total Program Budget*

Position Job Descriptions for CVAD funded and match positions

Table of Organization

Board of Directors

Office of Civil Rights Form

Certified Assurances (review and sign certification iowagrants.gov)

Service Standards

Copy of your time and activity log or timesheet

*A complete program budget shows all the funding for your domestic violence program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description. (*Provide a brief description of your agency. Tell us the number of FTEs employed, a summary of the different programs your agency provides and include the number of counties you serve.*)
3. Zone (Homicide and other violent crimes programming is divided into 4 zones. *Select the zone your program will serve. Regions and zones are found [here](#).* If your program is serving only specific counties, please note each county in your service area.
3. a. Outline one, meaningful, non-systems-based collaboration in each county of your service area specific to meeting the needs of survivors of homicide and other violent crimes. (For programs with service areas of 2 counties or less, provide 3 non-systems based collaborations for each county in the service area). Each collaboration listed should be a unique agency, not the same agency serving multiple counties in the service area.

System based entities include hospitals, law enforcement, court personnel, etc. Therefore, non-systems based collaborations are collaborations established, with entities such as schools, food banks, clothes closets, career counselors, landlords, faith-based institutions, etc.

To answer this question, create and upload a chart with the following headings. See sample chart below.

Name of Agency

County Served

Agency Contact (*Provide the name, email address and telephone number of your program's point of contact at the collaborating agency.*)

Collaboration Description (*Provide what the collaboration entails (e.g. housing resource, education/training of staff or survivors, co-located services, donated services, client assistance, referrals, fundraising, etc.).*)

Sample non-systems based collaborations chart

Agency Name	County	Agency Contact	Collaboration Description
-------------	--------	----------------	---------------------------

4. If your program has not established a meaningful non-systems collaboration in a county you serve, provide three agencies to target in the upcoming year. This question is to be answered by both currently funded programs and programs new to CVAD funding.

5. Outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. (*Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services might include volunteers who work on the agency's website, provide legal advice to the agency, or provide maintenance work.*)

5. Please describe short and long-term services (beyond the immediate crisis response) for each survivor category listed below. Be specific!

- Adult
- Youth
- Child
- Males
- Family members
- Community members
- Others (list)

6. Identify all holistic healing service options available specific to SOH/OVC. Include the location, frequency and target demographic (age sex, gender orientation, etc.). If none are being provided, describe how you plan to incorporate holistic options into your services during this three-year grant. (*Holistic services are those services that considers the whole person and prioritizes the healing of mind and body, as well as active listening.*)

7. Describe how all SOH/OVC victims know you are a resource for them? How do you market? Where? How often?

8. Describe your program's online & community presence (i.e. website, social media, community events, etc.)

9. Describe the demographics of your entire service area. To answer this question, create and upload a chart or charts with the following: age, sex, ethnicity, race, persons with disabilities, poverty level/household income, limited English proficient, etc.) See sample chart below.

Sample Demographics Chart

Age	Sex	Ethnicity	Race	Persons with disabilities or Deaf Persons	Poverty level/ household income	Limited English	Other
-----	-----	-----------	------	---	---------------------------------	-----------------	-------

- a. How do the survivors accessing your services reflect the demographics provided in the chart?
- b. Identify categories of survivors who are not accessing services from your program. You can include underserved, inadequately served or unserved survivors.
- c. Describe how your staffing, volunteers and board of directors, reflect the demographics you provided in the chart.

10. Create and upload another chart detailing the types of crimes committed in your service area and the clients you are serving respective to those crime types. Use data from the last three years.

Type of Crimes	How many victims of these crimes did you serve?
----------------	---

- 11. Describe the agency’s plan for addressing vicarious trauma of staff and volunteers (Include any relevant policies, benefits, and/or other strategies to address this).
- 12. Identify two short term (0-12 months) and two long term goals (12-36 months) to improve your agency’s service response to victims of domestic violence based on any limitations you recognized while answering questions above. Each goal must be measurable and must outline the following:
 - A. Challenge to be addressed? (i.e., gap in service, unmet needs, etc.)
 - B. Steps necessary to achieve a solution (who, what, where, when, how)?
 - C. Timeline for completion
 - D. How will you know if you are successful (again, must be measurable)?
- 13. Describe your fundraising strategy for this three-year grant to ensure adaptability in the event of grant funding fluctuations. Use past activities and amount of funds raised to support your answer.

VOCA Project Application (FFY2020-FFY2022)

These questions are specific to the funding opportunity for VOCA Project applicants. In addition to the standard information for all applicants, starting on page 22 of this RFP, you will also need to complete the following questions. Complete offline and upload into iowagrants.gov

The purpose of the VOCA Project funds is to reach crime victims not previously served, underserved, or not accessing traditional victim services. These funds may: - Help individuals who identify as victims of crime through an agency, program or organization whose primary mission may not be victim services.

Examples of these types or organizations are:

- community action agencies,
- courts,
- colleges, universities, community colleges, trade schools, secondary and elementary schools,
- employment or employment assistance,
- faith-based or churches
- food pantries,
- immigrant or refugee,
- legal services,
- medical/health,
- mental health,
- nonprofit or community organization,
- nursing home,
- rent or financial,
- shelter and housing (such as section 8, landlords/housing agencies, homeless shelters, etc.),
- state, county, city or other local government agency,
- youth and after school programs or similar services

- Create new victim service projects to meet the needs of a new community, to offer new services, or to expand outreach into a new area. A new initiative could add new staff or expand the duties of staff not previously funded by the Crime Victim Assistance Division's Victim Services Support Program (VSS). New projects or services may include, but are not limited to;

- assisting survivors with funeral arrangements of their deceased loved one,
- assisting with statements to the media,
- case management or social work
- community outreach and awareness
- legal services
- multi-disciplinary team coordination (e.g. Sexual Assault Response Teams (SART), Domestic Abuse Response Teams (DART))
- offering direct client assistance.
- providing support throughout the criminal and civil justice proceedings as it relates to the victimization,
- providing information about the criminal justice process in its entirety including but not limited to the investigation, pre-trial procedures, trial and appeal, in person, by phone, or in writing.
- providing support during legal processes including assistance with victim impact statements.

- providing assistance in filing claims with the Iowa Attorney General-Crime Victim Assistance Division’s Victim Compensation Program, Safe at Home program, Iowa Protective Order Notification for Domestic Abuse (IPONDA) & Iowa Victim Information & Notification Everyday (IowaVINE).
- providing referrals to community-based victim service programs and other resources as appropriate
- providing individual and group counseling, therapy and/or support groups
- providing personal and systems advocacy on behalf of the survivor/victims including housing, economic, medical and sheltering advocacy,
- providing community organizing and collaborating with related professionals/agencies

Required Uploads:

- Articles of Incorporation
- Certificate of Liability Insurance
- Total Program Budget*
- Position Job Descriptions for CVAD funded and match positions
- Table of Organization
- Board of Directors
- Office of Civil Rights Form
- Certified Assurances (review and sign certification iowagrants.gov)
- Service Standards
- Copy of your time and activity log or timesheet

*A complete program budget shows all the funding for your domestic violence program and includes CVAD funds as well as non CVAD funds, such as other federal funds, local funds, donations, etc.

1. Amount Requested (*Provide the amount of grant funds you are requesting from CVAD. Use whole dollars.*)
2. Agency Description. (*Provide a brief description of your agency. Tell us the number of FTEs employed, a summary of the different programs your agency provides and include the number of counties you serve.*)
3. Please select one of the following:
 1. Continuation Project (currently funded)
 2. New Project-(requesting 3-year award)
 3. New Project- (requesting one-time funding; equipment/training/etc.)
4. Primary project focus (please select only one that most applies to your project)
 - Legal Services
 - Human Trafficking Services
 - Services for Youth
 - Housing/Shelter
 - Medical
 - Mental Health/Substance Abuse
 - Co-located services (“Integrated services”)
 - Special Populations (Older Iowans, Communities of color, Survivors of Homicide, LGBTQIA+ Community, Persons w/Disabilities, Veterans, etc.)
 - Criminal Justice (Court projects, restitution advocacy, victim rights, etc.)
 - Other _____

5. Service Summary. Please describe all of the following:
 - a. Services provided
 - b. Target demographic (race, age, gender, ethnicity, etc.)
 - c. Projected number of victims to be reached
 - d. Service area (please list counties)
 - e. Location(s) of offices
 - f. Staffing (# of staff, job duties)
 - g. Equipment, Technology and/or necessary supplies
 - g. Training of staff
 - h. Evaluation of services (how do you know you measure the success of your project?)

6. Volunteers-outline how the program will use indirect and direct volunteers. Provide an estimated number of direct and indirect volunteers. If no volunteers will be used, provide a justification for a volunteer waiver. (*Direct volunteer duties include working directly with victims, or any duties that benefit victims, such as sorting donations, compiling victim packets, providing outreach or answering the office telephones. Most volunteer duties are considered direct services volunteers. Indirect volunteer services might include volunteers who work on the agency's website, provide legal advice to the agency, or provide maintenance work.*)

7. Service Demographics
 - a. In the past three years, how do the survivors who accessed services at your program reflect your target demographic? Use data to support your response. (*New programs put N/A)
 - b. Describe how your staff, volunteers and Board of Directors reflects the target demographic and/or the demographic makeup of your service area.

8. Describe how your target demographic knows you are a resource for them?
 - a. In the prior three years, where did you market, how often, who was targeted and how many were reached? (*New projects put N/A if appropriate)
 - b. What is your marketing strategy for this three-year grant period?

9. Identify three unique collaborations in your service area that have and/or will make this project successful (Please do not include CVAD funded DAC/SH/SAC/SOH comprehensive programs). For each, include the following:
 - e. The name and location of the agency
 - f. Program's point of contact at the agency-name and contact info (phone and email)
 - g. What the collaboration entails (i.e. housing, fundraising, community awareness, etc.)
 - h. Is this an established collaboration or one that will be developed over this grant period?

10. Identify one short term (0-12 months) and one long term goal (12-36 months) for your proposal. Each goal must be measurable and must outline the following:
 - A. Challenge to be addressed?
 - B. Steps necessary to achieve a solution (who, what, where, when, how)?
 - C. Timeline for completion, by task?
 - D. Desired outcome (again, must be measurable)?

11. Describe your fundraising strategy for this three-year grant period (specific to the VOCA project) to ensure adaptability in the event of grant funding fluctuations. Use past activities and amount of funds raised to support your answer.