Victim Assistance Certified Assurances and Compliance

By checking the certification box on the grant agreement signatures page in Iowa Department of Justice Grants Management System, grantee understands the assurances and will comply with these provisions. These certified assurances should be downloaded and saved in your organization's grant file and shared with those at your agency who oversee or administer grant funding.

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

2. Confidentiality: The grantee will maintain confidentiality of client-counselor information as required by state and federal law.

The following does not apply to law enforcement, prosecution, court and victim witness coordinator grants. Depending on the activities and the type of services provided, victim counselor training may or may not apply to community coordinated response team grants. All domestic abuse, sexual abuse, shelter, human trafficking, survivors of homicide and other violent crimes comprehensive programs, and grant funded staff of VOCA (general crimes) projects, are required to obtain and maintain victim counselor status by participating in victim counselor training which is verified by the Victim Assistance Section for meeting the requirements of Iowa Code section 915.20A(1)(d).

Victim Counselor: Is any employee or volunteer with the crime victim center, who on behalf of this grant, engages in any of the following activities: provides direct or indirect services to victims, has access to confidential client data, supervises direct service staff or volunteers or interacts with victims on the telephone, online or in person, or provides any other related service where victims' identifying information is available.

Certification: Every victim counselor must be certified before beginning any work described above. Certification training can be provided by the crime victim center with which the employee or volunteer is employed, or by an organization under contract with the department to provide training. The certification training must be at least 20 hours and "shall include but not be limited to the dynamics of victimization, substantive laws relating to violent crime, human trafficking, sexual assault, and domestic violence, crisis intervention techniques, communication skills, working with diverse populations, an overview of the state criminal justice system, information regarding pertinent hospital procedures, and information regarding state and community resources for victims of crime."

If an employee or a volunteer, who is required to be certified, cannot obtain or maintain certification, or if certification is subsequently terminated by one of the organizations listed above, the staff member or volunteer may not work or volunteer for any grant funded program. Failure to adhere to this assurance will put all of the agency's grant funding in jeopardy. This certified assurance applies to all persons engaged in victim services work in comprehensive victim service programs, even those whose salary is not paid with grant funds, or staff whose time is used for match purposes (paid staff and volunteers). For those projects defined as general

crimes projects, this certified assurance applies to all grant funded staff and is recommended for any other staff member who may interact with crime victims. Proof of training for all staff and volunteers must be maintained on site and shall be made available upon request. Any program or person who is required to be certified but is unable to attain the proper training for any reason must advise their primary contact at Victim Assistance Section immediately.

It is recommended, but not required all agency staff who have contact with victims obtain and maintain the applicable certification.

3. Civil Rights and Non-Discrimination

The Grantee understands that the applicable statutes pertaining to civil rights will include Iowa Code Chapter 216, section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);

The Grantee understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 1974 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, may also apply to other awards.

In the event that a Federal or State court or Federal or State administrative agency makes a **finding of discrimination** after a due process hearing on the grounds of race, color, religion, national origin, sex, age, or disability against the program, the program will forward the findings to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Iowa Department of Justice's Victim Assistance Section.

The grantee, will comply, and all its contractors and subgrantees will comply, with any applicable federal **nondiscrimination requirements,** which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); the Juvenile Justice and Delinquency Prevention Act of 1974 (34 U.S.C. § 11182(b))**;** the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 as amended (29 U.S.C. § 791); the Americans Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); 28 C.F.R. pt. 54 (U.S. Department of Justice regulations implementing Title IX of the Education Amendments of 1972); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (Partnerships with Faith-Based and Other Neighborhood Organizations).

Additional information about civil rights obligation of grantees can be found at: https://www.ojp.gov/funding/explore/legaloverview2026/civilrightsrequirements and https://www.ojp.gov/program/civil-rights-office/home.

Grantees will maintain, as required by applicable federal law, regulation, award condition, or program-specific reporting requirement, statutorily required **civil rights statistics** on victims served by race, gender, national origin, age and disability and permit reasonable access to its books, documents, papers, and records to determine whether they are complying with applicable civil rights laws. This requirement is waived when soliciting information may be inappropriate or offensive to the crime victim.

4. Examination of Records: The Applicant will give the DOJ and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award made by the Department based on the application.

If the Applicant is a governmental entity, with respect to the award made by the DOJ based on the application—

a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b. it will comply with requirements of 5 U.S.C. § 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

5. Equal Employment Opportunity Program (EEOP): The grantee must submit an Equal Employment Opportunity Program (EEOP) certification form to the Office for Civil Rights. For more information, go to: https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans. The current federal system is temporarily pausing the collection of this information, so, until this is lifted you do not have to submit your EEOP or exemption certificate, but you still must abide by civil rights laws as indicated in this document, any state and federal laws and regulations.

6. Reports: The grantee will maintain client, staff, policy and procedure information and that reports shall be submitted, in the correct form, on time, and containing information as required by Victim Assistance Section.

7. Iowa Civil Rights Protection: The grantee, if applicable to the grantee will comply with Iowa Code Chapter 216 as amended which governs civil rights protection in Iowa; and Iowa Code Section 8.11 regarding Minority Impact Statements; the Iowa Attorney General's Victim Assistance Grant Program rules as contained in the Iowa Administrative Code, 61 IAC Chapter 9, Section 9.50 through 9.65; and the policies of the Iowa Attorney General's Victim Assistance Section. The Department will not reimburse grantees for construction of buildings or the purchase of buildings or land.

8. Policies:
a. The grantee will create a sexual harassment policy which includes the process for filing a grievance of sexual harassment by a staff member, client, victim, or volunteer. The process shall take into consideration how to file a complaint against a supervisor, administrator or director. After the creation of the sexual harassment policy, all current staff and volunteers, as well as new staff and volunteers will sign an acknowledgement form that they have reviewed and understand the sexual harassment policy. One copy will be provided to the staff member, or volunteer and one will be kept in their personnel file.

b. All other policies are detailed in the Victim Assistance Grant manual and can be found here https://www.iowaattorneygeneral.gov/manual/chapter-5-policies-and-procedures/policies-and-procedures.

9. Financial Records: Fund accounting, auditing, monitoring, evaluation procedures, and such **records** shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

10. Programmatic Data: The grantee shall maintain programmatic data and information and submit program reports as provided in the subaward agreement and here https://www.iowaattorneygeneral.gov/manual/chapter-7reportingrequirements.

11. Audits: Audits are due the earlier of 30 days after the receipt of the auditor's reports or nine months after the end of the audit period. For example, audits for period ending June 30th would be due no later than March 31st and audits for period ending September 30th would be due no later than June 30th.

Organizations expending $1,000,000 as of October 1, 2024 - in federal funds are subject to audit requirements as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards.

See your subaward agreement for more information on audit requirements.

12. No Direct Payment to Victims or Victim Dependents: Grant funds cannot be used as direct payment to any victim or dependent of a victim.

13. Media: When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with **Federal money**, all programs receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the projects or program.

14. Additional Requirements: The grantee will comply with any **additional eligibility or service criteria** established by the Victim Assistance Section of the Iowa Department of Justice's Criminal Justice Division.

15. The grantee will expend funds received only for the purposes and activities covered by the organization's approved application and budget and to support victims as defined in Iowa Code Section 915.10(3). Grant funds may be **suspended or terminated** at any time if the program fails to comply with the provisions of the awarded funding source, Victim Services Grant Program Administrative Rules, grant agreement, services outlined in their funded application, requirements outlined in the notice of funding opportunity for which they filed an application, or any of the certified assurances listed in this document.

16. Work Conditions: The grantee will compensate employees at no less than minimum wage and provide safe and sanitary working conditions.

17. Time & Activity Records: All grant funded staff, and staff and volunteers used for match will keep time and activity records showing the hours and activities attributable to each funding source.

18. No Charge to Victims: The grantee will provide services to victims of crime at **no charge**. No income eligibility standards will be imposed for assistance or services supported with these grant funds.

19. Victim Services Grant Manual: The grantee must abide by the Victim Services Grant Manual.

20. Required notifications from grantees – The grantee is required to contact their grant coordinator when any of the following occur:

1. Staff vacancies – (a) within 30 days of a vacancy of a grant funded position or positions used as match; (b) changes to key personnel; (c) when positions have been vacant for 45 days or more with an explanation for the vacancy and the plan to either fill the position or allow the position to stay vacant.
2. Lawsuits filed against the organization related to a grant funded project. Note: Notification of EEOC claims or lawsuits claiming discrimination must follow the procedure outlined here https://www.iowaattorneygeneral.gov/manual/chapter-9filingcomplaints or Chapter 9 Filing Complaints | Iowa Attorney General.
3. The inability to carry out or complete project activities as presented in the approved grant application with an explanation regarding why the problem exists and if possible, a plan to complete the project.
4. Change in service area, project site or location.
5. The person responsible for reporting civil rights findings of discrimination changes.
6. Grantees must notify their grant coordinator within 10 days of a formal allegation of civil rights discrimination, including those related to employment. Grantees must also report, in writing, the status of any on-going investigations unless they obtain an exemption from their grant coordinator. To obtain an exemption, grantees submit the request in writing along with a detailed explanation for the exemption.

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