

Application/Funding Cycle for Transition Funding	
Due Date	Description
May 11, 2013	Release of the Transition Plan sent to all Victim Services Programs.
May 14, 2013	<p><i>Application Workshop</i> will be held from 10 am – 5 pm in Room #1 located at River Place, 2309 Euclid Avenue, Des Moines, IA 50310.</p> <p>The Application Workshop will include a review of the transition plan, instructions for the Transition Application, and instructions for designation as a Victim Service Provider.</p>
June 19, 2013	<p>Transition Funding Application Due: An original and 12 copies of the Transition Application is due by 4:30 pm to the following address:</p> <p style="padding-left: 40px;">Crime Victim Assistance Division Attn: Donna Phillips Lucas Building, Ground Floor 321 E. 12th Street Des Moines, Iowa 50319</p>
Application/Funding Cycle for Transition Funding Continued	
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July 9, 2013	Crime Victim Assistance Board votes on award amounts recommended by the Application Review Committee and VSS staff (via Conference Call).
July 9, 2013	Denial and award letters are emailed or faxed to transition funding applicants.
July 23, 2013	Appeals or Requests for Reconsideration of transition funding are due by 4:30 pm on July 23, 2013 in the Crime Victim Assistance Division.
July 30, 2013	Crime Victim Assistance Board will hear appeals or requests for reconsideration for funding applicants.
July 31, 2013 (approximate date)	Contracts are issued to all funded transition applicants.

Transition Plan for Iowa's Domestic Abuse and Sexual Abuse Services

May 1, 2013

Iowa Attorney General's Crime Victim Assistance Division
Iowa Department of Justice

Authors:

Janelle Melohn, MPA
Director
Crime Victim Assistance Division (CVAD)
Iowa Attorney General's Office

Donna J. Phillips
Administrator
Victim Services Support Program (VSS)
Crime Victim Assistance Division (CVAD)
Iowa Attorney General's Office

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I. Introduction

The Strategic Funding and Services Plan (“Plan”) was created an effort to:

- modernize Iowa’s system of services to victims of domestic abuse and sexual abuse/assault,
- propose changes in how to utilize available funding in a manner that most effectively provides quality services to **all crime victims**, which includes equitable distribution of the funds across the state, and
- create a proactive approach to a sustainable crime victim services model based on the funds available.

Under this model or “Plan”, the Iowa Attorney General’s Office along with the Iowa Coalition Against Domestic Violence (ICADV), Iowa Coalition Against Sexual Assault (IowaCASA) and other stakeholders and constituents, is requesting \$2 million to transition the previous model to the modernized model of providing services. In addition, in order to make this model successful these organizations are requesting an increase in the current victim services appropriation of an additional \$4 million.

In order to make this transition from the previous model of services to a modernized and efficient model as seamless and safe as possible for domestic abuse and sexual abuse victims, a minimum of \$2 million is needed for a 9-12 month transition plan instead of a 3-month transition plan. The Victim Services Support Program (VSS) through the Iowa Attorney General’s Crime Victim Assistance Division will issue one time contracts through an application process that will begin in May 14, 2013. The range of funds available to apply for will be determined after the appropriation has been determined. The amount of funds available for transition will determine the length of the transition.

II. Process for Creating the Transition Plan

Below is a summary of the steps that the CVAD Director and VSS Administrator have implemented in regards to the creation of the Transition Plan.

- **Experts (Timeline: Ongoing)**
In the creation of the plan, the CVAD Director and VSS Administrator incorporated input from various experts including the Iowa Coalition Against Domestic Violence (ICADV) & Iowa Coalition Against Sexual Assault (IowaCASA).
- **Domestic Abuse and Sexual Abuse Program Director Input (Timeline: Ongoing)**
In the creation of the plan, the CVAD Director and VSS Administrator will send this Transition Plan out to all Domestic Abuse and Sexual Abuse Program Directors for input.

- **Public Input (Timeline: Ongoing)**
The CVAD Director and VSS Administrator will have the Transition plan on the ProgramsAssistant website located at <http://victimservicegrant.iowa.gov/HomeGrantNews.aspx> in order for the general public to view and provide input on the transition plan.

III. Funding Application Cycle for the Transition Funds

In order to distribute the funds for the seamless transition period in the most efficient manner, the VSS staff will meet with all Domestic Abuse (DA) Program Directors, Sexual Abuse (SA) Program Directors, the Iowa Coalition Against Domestic Violence (ICADV) and the Iowa Coalition Against Sexual Assault (IowaCASA) on May 14, 2013 to review the transition plan and transition application for funding. This meeting will provide instructions and information on how to apply for transition funds. The transition application will adhere to the administrative rules and incorporate transition questions and budget information, in order to determine the level of award for specific transition activities. Each program will base their application on the amount of funds need to make the transition seamless for victims. Each program will have the option of submitting a budget for 3 months, 6 months, 9 months and 12 months outlining the plan for transition. Some programs may only need 3 or 6 months to make the transition complete as they have already worked to transition victims and staff.

Below and on the next page is a table outlining the Application/Funding Cycle as determined by the Division. ***Transition awards/contracts are subject to the availability of the funds.***

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July 30, 2013	Crime Victim Assistance Board will hear appeals or requests for reconsideration for funding applicants.
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Per Administrative Rules, CVAD will establish an application (grant) review committee comprised of representatives from the crime victim assistance board and experts in the fields of victim services, grant administration and management, and criminal justice. CVAD will also conduct an internal review of the applications. The application review committee (ARC) will make recommendations for the transition awards to the CVAD Director. The CVAD Director shall submit to the board the recommendations of the ARC and any alternative recommendations by the VSS staff to the Crime Victim Assistance (CVA) Board.

IV. Application for Transition Funds

As stated in the previous section, applications for transition funds are due in the office of the Crime Victim Assistance Division **by 4:30 pm on June 19, 2013**. The VSS Administrator will email the Transition Plan to DA and SA Program Director, ICADV and IowaCASA on May 11, 2013. The VSS will conduct an Application Workshop on May 14, 2013 reviewing the instructions for the application for transition funding. The VSS Administrator will make the application clear, precise, and brief in an effort to avoid an added burden on program. The application will also incorporate the information required by administrative rules. The applicants will include the following information per Administrative Rules:

- table of organization and articles of incorporation,
- insurance coverage the applicant carries for liability or property,
- a paragraph describing the agencies or units of government requesting the funds,
- a description of services for which funding is being requested including the following:
 - the geographical area to be served,
 - the crime victim population to be served,
 - victim eligibility requirements for the applicant's services,
 - a description of substantial financial support from other sources,

- the intended use of volunteers, if any,
- the stated goals and objectives of the program,
- a description of the proposed victim service, training, or technical assistance to be implemented during the funding year (contract period),
- the amount of grant funds requested,
- the amount of cash or in-kind resources or combination thereof which is committed where required by the division,
- a description of how the proposed victim service, training, or technical assistance will provide or improve services to victims of crime,
- proof of coordination with appropriate agencies at the local level,
- a total program budget for all services provided by the applicant's crime victim program,
- a proposed budget for the requested grant funds,
- a list of other anticipated sources of income, including written commitments, if possible, and plans for continued funding of the grant-funded activities,
- other information identified in the RFP, and
- Signed certified assurances as required by statute or regulation.

As stated above other items will be added to the application in order to have a clear transition plan and use of the transition funds. Prior to entering into a contract, the department or the board may require modification of the proposed program, submission of further information or documents, or other stipulations of the applicant. The required modification, information, document, or stipulation shall be specified in the notification of the grant award (contract).

V. Budget and Contract Period

All contracts and reimbursement of the funds are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed. The contract period will be determined based on the amount appropriated by State Legislators, availability of funds and the timeline of the program and region's plan for transition.

Any prior award amounts remaining un-obligated as of the end of the transition contract period will revert to the crime victim compensation reserve fund for future victim service programming including but not limited to, equitable disbursement to funded DV and SA programs providing services to crime victims, in accordance with legislative directives governing transition monies.

Programs are funded on a reimbursement basis and are subject to the availability of the funds. All funded programs must complete either monthly or quarterly claim vouchers requesting reimbursement, as well as program performance reports. Programs will be required to receive reimbursement via electronic funds transfer (EFT). VSS staff has the right to refuse reimbursement if the expense is not allowable or reasonable.

The applicant will have a complete program budget submitted within 45 days of receipt of the contract and prior to seeking reimbursement. The applicant or the department may request a modification of the program budget to reflect the amount, expenses and activities allowed by the transitional funds.

VI. Transition Funds

A. Eligibility: Any program receiving VSS funds in State Fiscal Year (SFY) 2013 will be eligible to apply for funds related to the following:

- (1) Closing or dissolving the victim service program or agency.
- (2) Transitioning to another type of service not funded by the VSS Program (homelessness, transitional housing, etc.).
- (3) Discontinuing provision of a type of service previously funded by the VSS Program. (i.e., a dual domestic and sexual abuse program that will be providing sexual abuse services only in SFY2014, or a domestic abuse and shelter program that will be providing shelter services only in SFY2014).
- (4) Expanding a service area for a specific type of service.
- (5) Transitioning services to the modernization of services or new model of services.

Any prior award amounts remaining un-obligated as of the end of the transition contract period will revert to the crime victim compensation fund for future victim service programming including but not limited to, equitable disbursement to funded DV and SA providing services to crime victims in accordance with legislative directives governing transition monies. VSS staff may also award funds to the Iowa Coalition Against Sexual Assault (IowaCASA) and the Iowa Coalition Against Domestic Violence (ICADV) to assist in making the transition as seamless as possible for victims/survivors (i.e., training, travel and provision of technical assistance).

B. Utilizing the Transition Funds: The funds would be utilized to support staff, benefits, operating expenses, contractual services, equipment for programs expanding their service area, mileage and other direct costs that would support the seamless transition for victims and the community. Below is a summary of how the transition funds may be utilized, but this is not an all-encompassing list.

- Transitioning victims from shelter to affordable housing. Other emergency shelter options may include but are not limited to, deposits, rent assistance, utility assistance, relocation costs, transportation costs to another safe location, and motel/hotel stays.
- Providing services to victims as well as transitioning victims to the new service provider as well as the following:
 - Notify the victim in person,
 - Assist the victim in making a new safety plan, and
 - Give the victim information and referral to obtain services, advocacy, and shelter.
 - *A program should only contact a victim when it is safe to do so in ways that does not further threaten her safety.*
 - i. A possibility may be notifying the victim from a blocked phone at a time when you know the victim is not present with the batterer. Please contact the Iowa Coalition Against Domestic Violence (ICADV) for more direction on contacting victims without threatening their safety. VSS staff defers to the expertise of ICADV staff on this safety issue.

- Utilizing the funds to finish out an existing AmeriCorps contract. Writing an agreement/contract with the newly funded program about transitioning the AmeriCorps to provide services under the newly funded program through the remainder of the contract period.
- Establishing an agreement/contract with the newly funded program about turning over the Sexual Assault Prevention/Educator that is funded through IowaCASA to the newly funded program under the contract period.
- Advertising of new services as well as closing of current service program, including creation of brochures for new service programs, advertising in local papers and local phone books, and distributing posters/flyers.
- Advertising the option (30 days) for victims to obtain a copy of their records from the transitioning program, with proper identification, and that records will be destroyed to protect their confidentiality.
 - Both ICADV and IowaCASA can assist in writing these notices.
- Create a message to community and the stakeholders (such as criminal justice providers, social service agencies, housing programs, medical service agencies, etc.) about the transition period and winding down of the program or change in the program focus. This would be done in cooperation with the newly funded program for the service area. Information will include, but not be limited to:
 - The date the funded program's services will cease;
 - Contact information for the program recognized by the CVAD that will serve the area;
 - Contact information for other nearby programs; and
 - The phone number of appropriate statewide and local crisis lines.

The new program will provide a written communication of the changes in the service area to the following agencies or key stakeholders:

- Chief Judge of Judicial District;
- County Attorney;
- Clerk of Court;
- Law Enforcement agencies;
- District Department of Corrections (Institution and Community-based facilities);
- Batterer's Education Program;
- Department of Human Services;
- Medical facilities including hospital and clinic emergency and social service departments.
- School District Superintendents;
- Universities and Colleges including the student counseling services and health centers of the institution.
- Ministerial Associations, Church Councils, and any other religious organizations deemed necessary;
- Agencies that serve special populations including people of color; persons who are LGBTQ; persons with mental, physical, and developmental disabilities; elder care facilities and people who are Deaf and Hard- of-Hearing;

- Any other referral agencies or organizations that have contact with the program or with crime victims in the affected community.
- Conducting collaborative meetings to introduce key stakeholders, new victim service program for service area and previous victim service program for service area.
- Create a plan for transition of staff and volunteers to provide them with plenty of notice.
 - The plan should include responsibilities of administrative and program staff, as well as direct service volunteers during transition period.
 - Full and part time staff will be notified in writing within 7 days of the funded program's knowledge of the pending closing or change in services. Electronic notification is acceptable to meet this requirement.
 - Volunteers providing indirect services will be notified within 10 working days of the funded program's knowledge of the pending closing or change in services. Electronic notification is acceptable in meeting this requirement.
- Creation of policies and procedures in response to crime victims and community partners based on the modernization of the service delivery or the "Plan".
- Costs associated with closing of the program including but not limited to:
 - Assistance from legal counsel and accounting or auditing personnel on closure of program,
 - Creating a plan identifying assets, liabilities, disposition of assets, satisfying of debts and liabilities, and closing out financial accounts,
 - Ensuring client records retention and transfer/destruction,
 - Ensuring financial records retention and transfer,
 - Filing of dissolution of program or other state law requirements,
 - Filing with IRS after the corporation has been officially dissolved,
 - Having a final audit conducted and a copy of final audit forwarded to the Crime Victim Assistance Division,
 - Review and complete contracts including but not limited to the following:
 - Leases for office space and shelter,
 - Leases of office equipment,
 - Future special events/venue contracts such as payroll,
 - Vendor contracts such as cleaning staff, snow removal, lawn mowing, etc.
- Identifying and creating a list of the key stakeholders and collaborative partners in the service area/region which includes name, phone numbers, addresses and email addresses.
- Potentially creating a small contract with an Employee Assistance Program, Agency or Individual to assist staff in resume-writing, interviewing skills, etc. as long as this is a reasonable amount.
- Purchasing equipment for new staff and advocates to be more mobile.
- Any other item determined by the CVAD Director and VSS Administrator to be necessary to provide a seamless transition for victims, the program and the community, as long as the expense is reasonable and necessary.

Please see the Property and Equipment section of the most recent Financial Guide from the Office of Chief Financial Officer, Office of Justice Programs, U.S. Department of Justice located at <http://www.ojp.usdoj.gov/financialguide/>

VII. Designation as Victim Service Providers

In reviewing Iowa Code and the Administrative Rules, a program can apply to the CVAD to be designated as a provider of crime victim services if their community wishes for them to continue to provide services to the area without funds from the Victim Services Support Program (VSS) through CVAD.

The CVAD will formulate an application process for receiving this designation by June 14, 2013 including a timeline of when applications will be due in CVAD and when the final determination of designation as a victim service provider will be completed. Programs will have to provide information regarding services to be provided, budget, certification of advocates and the program, security measures and other information deemed pertinent by CVAD. CVAD recognizes the importance of having trained advocates and will require advocates be certified; which will be outlined in the application.

Appendix A

Retention of Financial Records

Retention of Records

You must retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for at least 3 years after receiving notification from the awarding agency that the award has been financially and programmatically closed.

Retention is required for purposes of Federal examination and audit.

Records may be retained in an electronic format.

FINANCIAL MANAGEMENT TIP: State or local governments may impose record retention and maintenance requirements in addition to those described in this chapter.

Coverage

The retention requirement includes, if applicable, books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records.

- Source documents may include copies of all awards, applications, and required recipient financial and narrative reports.
- Personnel and payroll records must include the time and attendance reports for all full-time and/or part-time individuals reimbursed under the award.
- Time and effort reports are also required for consultants.

Retention Period

The 3-year retention period starts from whichever is later: the date when the awarding agency notifies you of financial and programmatic closure of the award, OR when the closure of a single audit report covering the entire award period is submitted.

- If any legal claim, negotiation, audit, or other action involving the records has started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular 3-year period, whichever is later.

ACTION ITEM: Please note that if your award has been monitored or audited, the 3-year time frame begins after the closure of all recommendations in the audit or the closure of the grant, whichever is later.

Maintenance of Records

You must maintain and separately identify all records of the different Federal fiscal periods so that information desired may be readily located.

- You are obligated to protect the records adequately against fire or other damage.
- You may store the records away from the recipient's principal office; however, a list of the documents must be available if needed.

RETENTION AND ACCESS REQUIREMENTS FOR RECORDS Access to Records

The awarding agency, the Federal agency, the U.S. Department of Justice Office of the Inspector General, the Comptroller General of the United States, or any of their authorized representatives must have access to any pertinent books, documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts.

- The right of access must not be limited to the required retention period; it will last as long as the records are retained.
- However, only under extraordinary and rare circumstances would such access include review of the true name of confidential informants or victims of crime.
- When access to the true name of confidential informants or victims of crime is necessary, appropriate steps to protect this sensitive information must and will be taken by the recipient and awarding agency (see Chapter 17: Confidential Funds).
- Any such access, other than under a court order or subpoena pursuant to a bona fide confidential investigation, must be approved by both the Office of Justice Programs Program Office Head and the Chief Financial Officer.

Request for Proposal (RFP)/Funding Application Instructions (Applications)

Victim Services Transition Funding Application

ADMINISTERING AGENCY:

Iowa Department of Justice

Iowa Attorney General's Crime Victim Assistance Division (CVAD)

Victim Services Support Program (VSS)

321 E. 12th Street

Lucas State Office Building, Ground Floor

Des Moines, Iowa 50319

Phone: 1-800-373-5044, 1-515-281-5044

CVAD MISSION STATEMENT:

The mission of the Crime Victim Assistance Division and the Crime Victim Assistance Board is to advocate for the rights and the needs of crime victims and to ensure that all Victims and Survivors of Crime are treated with respect and dignity.

DEADLINE:

All applications or RFPs are due by 4:30 p.m. on June 19, 2013.

CONTACT INFORMATION:

Direct questions and comments to the Victim Services Support Program (VSS) through the Iowa Attorney General's Crime Victim Assistance Division (CVAD) at 1-800-373-5044 or at 1-515-281-5044.

Released: May 14, 2013

**Victim Services Transition Funding Application
Request for Proposal (RFP)/Funding Application Instructions**

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**Victim Services Transition Funding Application
Request for Proposal (RFP)/Funding Application Instructions**

Overview

This Request for Proposal (RFP)/Funding Application Instructions outlines how to request transition funds from the Victim Services Support Program (VSS) Program through the Iowa Attorney General’s Crime Victim Assistance Division (CVAD). Please refer to the Transition Plan for an outline of services and expectations for providing comprehensive DA services. The Transition Plan outlines the purpose of the transition funds and provides a summary of what is allowable for the transition funds.

Application Schedule/Cycle

Each applicant requesting VSS Transition funds will have to complete a funding application or request for proposal (RFP). Each applicant will have to provide a complete application in order to be considered for receipt of Transition funding. The application process is a competitive process. Only those applicants meeting the expectations of the application and requirements as outlined in the application will be considered for funding. Below is a table outlining the Application/Funding Cycle as determined by the Division and voted on by the Crime Victim Assistance (CVA) Board. The CVA Board provides oversight of the programs administered in the Division.

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Victim Services Transition Funding Application Request for Proposal (RFP)/Funding Application Instructions

Application/Funding Cycle for Transition Funding	
Due Date	Description
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Per Administrative Rules, CVAD will establish an application (grant) review committee comprised of representatives from the crime victim assistance board and experts in the fields of victim services, grant administration and management, and criminal justice. CVAD will also conduct an internal review of the applications. The application review committee (ARC) will make recommendations for the transition awards to the CVAD Director. The CVAD Director shall submit to the board the recommendations of the ARC and any alternative recommendations by the VSS staff to the Crime Victim Assistance (CVA) Board.

Availability of Funds

All contracts and funds are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed.

Funding Period

The funding (contract) period allocated under this Funding Application/RFP will vary between a 3 month contract, 6-month contract, 9-month contract or a 12-month contract. A contract period may extend beyond a 12 month contract period for special circumstances as determined by the Victim Services Support Program Administrator and/or CVAD Division Director. All contracts will begin July 1, 2013.

Programs are funded on a reimbursement basis and are subject to the availability of federal funds. All funded programs must complete either monthly or quarterly claim vouchers requesting reimbursement, as well as program performance reports. Programs will be required to receive reimbursement via electronic funds transfer (EFT).

Required Match

There will be not required match for the Transition funds.

How to Apply

This section provides a description of what to include in your application. If an applicant fails to submit a full application, an application that does not contain all requirements or elements, this will negatively impact/affect the review of the application and may result in the application not being funded or even considered for funding. If an applicant is funded under this application, there may be inclusion of special conditions on the contract(s). The funds may be held (not reimbursed to the funded applicant) until the VSS determines the special conditions are completed or sufficiently determined to be in progress.

Application Format

Each applicant must format their application as follows:

- 12 point Times New Roman font,
- 8 ½ x 11 inch paper,
- No smaller than 0.7 inch margins (1 inch margins are acceptable as well),
- Page numbers at the bottom right hand corner,
- Section Headers as identified in the Application Contents section.

Victim Services Transition Funding Application Request for Proposal (RFP)/Funding Application Instructions

Application Contents

Each application will contain the content listed in this section. The amount of points that can be acquired for this section are next to each heading and subheading.

A. Cover Sheet (2 points)

The covers sheet is the first page of the "Program Budget," which can be downloaded at the ProgramAssistant website: <http://victimservicegrant.iowa.gov/>. Wherever you see a zero ("0"), there is a formula that should automatically compute a figure or take an answer from a previous page and fill in the information.

B. Basic Transition Information Section (18 points)

There are eight questions with each question worth 2 points. If a question does not apply to your agency/program please put "N/A" in every blank. If you fail to put "N/A" in the blanks your application will not receive the points for that question.

C. Budget Section (30 points)

The Program Budget consists of the Summary of Request, Program Staff and Complete Program Budget. Wherever you see a zero ("0") or a dash ("-"), there is a formula that should automatically compute a figure or take an answer from a previous page and fill in the information.

1. Summary of Request Table (10 points)

The Summary of Request table is where your program will outline the requested amount by expense (payroll, benefits, travel & training, contractual services, equipment, repairs & maintenance, rent, utilities, communications, supplies, insurance and other direct). Please round to the whole dollar.

2. Program Staff Table (10 points)

The Program Staff table is where your program will list all of the program staff information:

- a. Staff Name,
- b. Number of Hours to work on the "Transition Project (Hours/Week)",
- c. Staff Title,
- d. Annual Salary,
- e. Is the staff person is to be funded with Transition funds (Yes or No)?
- f. Is the staff person a current employee (Yes or No)?
- g. Does the staff person supervise other staff (Yes or No)?

3. Complete Program Budget Table (10 points)

The Complete Program Budget table provides a summary of the program budget for the proposed services by funding source. You may insert another table outlining the "Other" column if there are more than 3 types of funds or is over \$25,000.

D. Detailed Expense Summary (20 points)

- I. Provide a detailed expense summary for each expense you are requesting.
- II. Describe how you will utilize the Transition funds.

E. Program Narrative (60 points)

Provide a step-by-step Transition plan outlining each step, projected timeline for completion, assigned staff, and approximate staff time for completion. Make sure to include the following:

- I. How your agency will notify and transition staff.
- II. How your agency will notify and transition volunteers.

Victim Services Transition Funding Application Request for Proposal (RFP)/Funding Application Instructions

- III. How your agency will notify and transition key community stake holders.
 - a. Provide a copy of any letters or notices that you anticipating providing to these entities as Appendix B.
- IV. How your agency will notify and transition victims.
 - a. Including how you will transition shelter victims staying at shelter, if you are closing your shelter.
 - b. How will you make the transition seamless for victims?
- V. How and what services your agency will provide during the transition period.
 - a. How will you make services seamless for victims?
- VI. How your agency will coordinate the transition with the new victim service provider(s) designated in your region.

F. Appendices

Below is a list of appendices that are required to be included in your application.

List of Funding Application Appendices	
Appendix A	Table of Organization (Organizational Chart)
Appendix B	Memorandums of Agreement/Understanding with designated Victim Service Providers in your region.
Appendix C	Contracts/Subcontracts
Appendix D	Equipment or Facility Lease Agreements
Appendix E	Summary of Insurance Coverage for Liability or Property (including employee dishonesty/bond insurance if separate carrier)
Appendix F	Articles of Incorporation (in original application only)
Appendix G	Certified Assurances – original signed in blue ink (in original application only)

Application Scoring and Page Requirements

The table below provides a summary of each section of the funding application/RFP. The table includes the name of the section, number of pages allowed and possible score. Remember to number the entire application before copying. Page numbers should be in the lower right hand corner.

Section	Number of Pages Allowed	Possible Points
Cover Sheet	1 page	2
Basic Transition Information Section	2 pages	18
Program Budget	3 pages	30
Summary of Request Table	1 page	10
Program Staff Table	1 page	10
Complete Program Budget Table	1 page	10
Detailed Expense Summary	1-10 pages	20

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Program Narrative (entirely)	6-12 pages	60
I. Notification & Transition of Staff	1 page	10
II. Notification & Transition of Volunteers	1 page	10
III. Notification & Transition of Key Community Stakeholders	1-2 pages	10
IV. Notification & Transition of Victims	1-5 pages	10
V. Providing Services During Transition	2 pages	10
VI. Coordination of Transition with Designated Victim Service Provider(s)	1 page	10
Appendices	Unknown	10
	TOTAL POINTS	140

Application Checklist

See Appendix A for the checklist of items to include in your original and copies of the funding application/RFP. Your program is responsible for including all the items in your funding application/RFP, even if it is listed in more detail in these instructions, but is not listed in the application checklist.

Application Submission

Each applicant will submit original and 12 copies **by 4:30 pm on June 19, 2013.**

The application will be submitted in hard copy to the following address:

Crime Victim Assistance Division
Attn: Donna Phillips
321 E. 12th Street
Lucas State Office Building, Ground Floor
Des Moines, Iowa 50319

Important: Electronic versions of the application will not be accepted unless directed or approved by the Victim Services Support Program Administrator or the Crime Victim Assistance Division Director.

Application Review Committee (ARC) or Grant Review

The Application Review Committee (ARC) or Grant Review will take place June 27, 2013 at the Crime Victim Assistance Division Conference Room. The VSS staff will conduct a preliminary review of each application to ensure the applicant is eligible, the application is complete, and the proposed victim service, training or technical assistance is consistent with the CVAD's mission of providing quality assistance to crime victims and crime victim programs throughout the state.

The ARC shall be comprised of representatives from the crime victim assistance board and experts in the fields of victim services, grant administration and management, and criminal justice. The ARC shall submit

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recommendations for funding/grant awards to the CVAD Director. The CVAD Director shall submit the recommendations of the ARC and any alternative recommendations by the VSS staff, to the CVA Board.

In selection of competitive applications, the VSS may utilize generally accepted methods of grant review including but not limited to checklists, quality scales, written comments by ARC members, and formulas based on past funding, population, clients served and available funds.

The VSS shall provide the ARC with information related to the applicant's performance with previous grants, the quality and quantity of services provided, and community support for the applicant. The ARC shall review the content of the grant applications and information provided by the division and members of the committee regarding the applicant and the geographical area to be served. The CVA Board shall consider the recommendations of the ARC and the CVAD Director to determine final competitive grant awards/contracts to the extent that funds are available and to the extent to which applications meet the RFP criteria. The CVA Board may reject any or all applications.

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Appendix A: Application Checklist

Program Budget & Financial Section:

- Cover Sheet
- Basic Transition Information
- Program Budget
 - Summary of Request Table
 - Program Staff Table
 - Complete Program Budget Table
- Detailed Expense Summary (narrative and/or table format)

Program Narrative

Step-by-Step Transition Plan outlining each step, projected timeline for completion, assigned staff, and approximate staff time for completion. Make sure to include the following:

- I. Notification and Transition of Staff
- II. Notification and Transition of Volunteers
- III. Notification and Transition of Key Community Stake Holders
- IV. Notification and Transition of Victims
- V. Description of Services to be Provided During Transition
- VI. Description of How your Agency will Coordinate with the new Victim Service Provider(s) Designated in Your Region.

Appendices

- Appendix A: Table of Organization (Organizational Chart)
- Appendix B: Memorandums of Agreement/Understanding with designated Victim Service Providers in Your Region
- Appendix C: Contracts/Subcontracts
- Appendix D: Equipment or Facility Lease Agreements
- Appendix E: Summary of Insurance Coverage for Liability or Property (including employee dishonesty/bond insurance if separate carrier)
- Appendix F: Articles of Incorporation – (an original application only)
- Appendix G: Certified Assurances – (an original application only)

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**Appendix B: Catalog of Federal Domestic Assistance (CFDA)
Numbers and Volunteer Rate**

Catalog of Federal Domestic Assistance (CFDA) Numbers			
Fund	CFDA	Funding Source	Program Description
VA or VOCA	16.575	Office for Victims of Crime, U.S. Department of Justice	Victims of Crime Act Assistance
VAS	16.801	Office for Victims of Crime, U.S. Department of Justice	Victims of Crime Act Assistance – Stimulus
VW or VAWA	16.588	Office on Violence Against Women, U.S. Department of Justice	STOP Violence Against Women Act Formula
VWS	16.588	Office on Violence Against Women, U.S. Department of Justice	STOP Violence Against Women Act Formula – Stimulus
SS or SASP	16.017	Office on Violence Against Women, U.S. Department of Justice	Sexual Abuse Services Program
FV or FVPSA	93.671	U.S. Department of Health & Human Services	Family Violence Prevention & Services Act

Volunteer Rate	
Effective Date	Hourly Rate
7/1/2012	\$21.79

Transition Applications Request Amounts & Award Recommendations

<u>App. #</u>	<u>City</u>	<u>Program</u>	<u>Award Amount</u>
1	Adel	Crisis Intervention & Advocacy Ctr. (CIAC)	\$38,327
2	Ames	Assault Care Ctr. Extending Shelter & Support (ACCESS)	\$23,618
3	Burlington	YMCA DV Shelter & SA Program	\$128,876
4	Cedar Rapids	Waypoint Services for Women, Children & Families	\$31,405
5	Clinton	YWCA DV/SA Resource Center	\$195,073
6	Council Bluffs	Catholic Charities	\$19,863
7	Creston	Rural Iowa Crisis Centers	\$56,111
8	Davenport	Family Resources, Violence Interv. Counseling Serv.	\$70,396
9	Decorah	Helping Services for NE Iowa, DA Resource Ctr.	\$27,722
10	Des Moines	Iowa Coalition Against Domestic Violence	\$100,000
11	Des Moines	Iowa Coalition Against Sexual Assault	\$100,000
12	Des Moines	Latinas Unidas por un Nuevo Amanecer	\$29,724
13	Dubuque	Riverview Center, Inc.	\$64,995
14	Fort Dodge	Domestic/Sexual Assault Outreach Center	\$43,032
15	Grundy Center	Seeds of Hope	\$239,061
16	Iowa City	Domestic Violence Intervention Program (DVIP)	\$28,615
17	Iowa City	Rape Victim Advocacy Program (RVAP)	\$36,000
18	Keokuk	Tri-State Coalition Against Domestic & Sexual Abuse	\$179,774
19	Marshalltown	DV Alternatives/SA Center, Inc.	\$155,492
20	Mason City	Crisis Intervention Service (MC)	\$108,838
21	Oskaloosa	Crisis Intervention Services (Oskaloosa)	\$32,340
22	Ottumwa	Crisis Center & Women's Shelter	\$126,461
23	Sioux Center	Family Crisis Centers (FCC) & WISH Unit (Homicide Div.)	\$66,250
24	Sioux City	Council on Sexual Assault & Domestic Violence (CSADV)	\$30,564
25	Spencer	Centers Against Abuse & Sexual Assault (CAASA)	\$65,000
26	Waverly	Cedar Valley Friends of the Family (CVFF)	\$49,839
Total:			\$2,047,376

Transition Award Amounts-Rd 2, Focus Grants*

Ames	Assault Care Ctr. Extending Shelter & Support (ACCESS)	\$3,960
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Decorah	Helping Services for NE Iowa, DA Resource Ctr.	\$10,550
Des Moines	Iowa Coalition Against Domestic Violence	\$8,000
Des Moines	Iowa Coalition Against Sexual Assault	\$8,000
Mason City	Crisis Intervention Services (Mason City)	\$15,405
Sioux Center	Family Crisis Centers (FCC)	\$16,137
Spencer	Centers Against Abuse & Sexual Assault (CAASA)	\$3,300
Total:		\$74,343

*There was a small amount of unspent transition funds from closing programs. The option to apply for these funds was offered in May, 2014, to all funded victim service programs to aid with any unexpected costs of the transition. Short applications were submitted to the Division outlining a need(s). VSS Staff and the CVAD Director reviewed the applications. The final funding determination was made by CVAD's Deputy Attorney General as per Administrative Rule. Allowable expenses were: equipment/supplies, mileage of advocates to provide services, increasing the hours of an advocate (ie. .5 PTE to .75PTE), Advertising to new service area, or direct client assistance.