

Iowa Department of Justice
Iowa Attorney General's Crime Victim Assistance Division (CVAD)
Victim Services Support Program (VSS)
State Fiscal Year 2014 (FY14) Funding Application
Victim Services Application

Agency Information	
Agency Name:	Centers Against Abuse & Sexual Assault
Agency Acronym:	CAASA
Authorized Representative Name:	Julie Schulenberg
Authorized Representative Job Title:	Executive Director
State Vendor ID Number (#):	
Tax ID Number (#):	
DUNS Number (#):	
CCR Registration Updated:	1/24/2013
Program Information	
Program Name:	Centers Against Abuse & Sexual Assault
Program Acronym:	CAASA
Program Director:	Julie Schulenberg
Program Address:	PO Box 996
Program City, State & Zip Code:	Spencer, IA 51301
Program Phone Number (#):	712-262-4612
Program Director Email:	director@caasaonline.org

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 ATTORNEY GENERAL'S OFFICE
 CRIME VICTIM ASSISTANCE

Fund	Request
DA	0
FV	0
SA	120,898
SS	52,057
VA	147,352
VW	0
Total	320,307

Check the type of application below by placing an "X" in the column next to the type of application.

	Culturally Specific Application
	Domestic Abuse (DA) Comprehensive Application
X	Sexual Abuse/Assault (SA) Comprehensive Application
	Shelter-Based Application

Place an "X" next to the Region for which you are applying for VSS funds.

X	Northwest (NW) Region #1
	North Central (NC) Region #2
	Northeast (NE) Region #3
	Southwest (SW) Region #4
	South Central (SC) Region #5
	Southeast (SE) Region #6
	Culturally Specific DA Comprehensive
	Culturally Specific SA Comprehensive

Basic Funding Information

A. CRIME VICTIMS SERVED	
Type of Crime Victim Served	Percentage
Child sexual & physical abuse	40%
Adults Molested as Children	25%
Assault	
Child sexual & physical abuse	
Domestic abuse	
Drunk-Intoxicated Driver Crashes	
Elder Abuse	
Other Violent Crimes	
Robbery	
Sexual Abuse Adult	35%
Stalking (includes Harassment)	
Survivors of Homicide Program	
TOTAL PERCENTAGE	100%

The percentages in the table above must add up to 100%!

B. Purpose of VA or VOCA funds:

- Continue a VOCA Funded Program
 Expand/Enhance a previously VOCA funded program
 New Program

C. Type of implementing Organization:

- Criminal Justice Government
 Non-Criminal Justice Government
 Private Non-profit

D. Federal VAW purpose areas(s):

E. Types of Services Provided with SS or SASP funds:

- 24-hour hotline services providing crisis intervention services and referral;
 Accompaniment and advocacy through medical, criminal justice, and social support systems,
 including medical facilities, police and court proceedings;
 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;
 Information and referral to assist the sexual assault victims and family or household members;
 Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities;
 The development and distribution of materials on issues related to the services described in this section."

F. Types of Services Provided with FV or FVPSA funds:

- Shelter services
 Related Assistance:
 Outreach services
 Prevention services
 Counseling
 Information & Referral
 Transportation
 Personal Advocacy
 Legal Advocacy
 Children's Programming

G. FV or FVPSA funds:

- New Program
 Continuing Program

- H. Has a staff or victim filed a complaint against your program for discrimination? Yes No
 I. Has there been a finding of discrimination against your program for discrimination? Yes No

J. If "yes" to either question "H" or "I" above please explain what the finding of discrimination, any corrective action and date finding was determined in a separate attachment.

EXPENSE DETAIL DESCRIPTION/SUMMARY

State Domestic Abuse (DA)		
Expense Type	Expense Amount	Description
Payroll	-	
Benefits	-	
Travel & Training	-	
Contracted Services	-	
Equipment	-	
Repairs & Maintenance	-	
Rent	-	
Utilities	-	
Communications	-	
Supplies	-	
Insurance	-	
Other Direct: Emergency Shelter	-	
Other Direct	-	
<i>Total</i>	-	

Federal Family Violence Prevention & Services Act (FV or FVPSA)		
Expense Type	Expense Amount	Description
Payroll	-	
Benefits	-	
Travel & Training	-	
Contracted Services	-	
Equipment	-	
Repairs & Maintenance	-	
Rent	-	
Utilities	-	
Communications	-	
Supplies	-	
Insurance	-	
Other Direct: Emergency Shelter	-	
Other Direct	-	
<i>Total</i>	-	

State Sexual Abuse (SA)		
Expense Type	Expense Amount	Description
Payroll	58,050	SA Advocates/SA program staff
Benefits	18,170	
Travel & Training	9,000	travel & training SA Advocates 17 counties
Contracted Services	35,678	SA Advocates
Equipment	-	
Repairs & Maintenance	-	
Rent	-	
Utilities	-	
Communications	-	
Supplies	-	
Insurance	-	
Other Direct: Emergency Shelter	-	
Other Direct	-	
<i>Total</i>	<i>120,898</i>	

Federal Sexual Abuse Services Program (SS or SASP)		
Expense Type	Expense Amount	Description
Payroll	16,950	SA Advocates/SA program staff
Benefits	8,814	
Travel & Training	6,000	travel & training for SA Advocates 17 counties
Contracted Services	20,293	SA Advocates
Equipment	-	
Repairs & Maintenance	-	
Rent	-	
Utilities	-	
Communications	-	
Supplies	-	
Insurance	-	
Other Direct: Emergency Shelter	-	
Other Direct	-	
<i>Total</i>	<i>52,057</i>	

Federal Victims of Crime Act Assistance (VA or VOCA)		
Expense Type	Expense Amount	Description
Payroll	58,550	SA Advocates/SA program staff
Benefits	13,243	
Travel & Training	15,000	travel & training SA advocates 17 counties
Contracted Services	50,559	SA Advocates
Equipment	-	
Repairs & Maintenance	-	
Rent	10,000	Outreach offices Storm Lake & Cherokee Iowa
Utilities	-	
Communications	-	
Supplies	-	
Insurance	-	
Other Direct: Emergency Shelter	-	
Other Direct	-	
<i>Total</i>	<i>147,352</i>	

Federal STOP Violence Against Women Formula (VW or VAWA)		
Expense Type	Expense Amount	Description
Payroll	-	
Benefits	-	
Travel & Training	-	
Contracted Services	-	
Equipment	-	
Repairs & Maintenance	-	
Rent	-	
Utilities	-	
Communications	-	
Supplies	-	
Insurance	-	
Other Direct: Emergency Shelter	-	
Other Direct	-	
<i>Total</i>	<i>-</i>	

MATCH INFORMATION

VA

Match Revenue Source	Match Revenue Amount
Direct service volunteers @ 1691 hours	36,846
Total	36,846

VA Request: 147,352
 VA Match: 36,838
 VA Remaining: (8.00)

FV

Match Revenue Source	Match Revenue Amount
Total	-

FV Request: -
 FV Match: -
 FV Remaining: 0.00

VW*

Match Revenue Source	Match Revenue Amount
	-
Total	-

VW Request: -
 VW Match: -
 VW Remaining: 0.00

**Only Governmental Victim Service Programs have to make VW match. Non-profit Victim Services Programs do not need to make VW match.*

Program Staff

New Position (Y/N)	Staff Name	Work	Program	Job Title	Annual	Work Experience		Start Date	Administrative Position (Y/N)	Supervises Other Staff (Y/N)	% of Time for Supervision
		Hrs/Wk	Hrs/Wk		Salary	Years	Months				
		40	38	SA Advocate Clay, Palo Alto	30,000	1	6	8/9/2011	n	n	
y	new hire	40	38	SA Advocate Dickinson, Emme	28,000				n	n	
y	new hire	40	38	SA Advocate Cherokee, Ida, S	28,000				n	n	
y		40	38	SA Advocate BV, Pocahontas	32,000	6	5	10/18/2006	n	n	
y		40	36	SA Volunteer Coordinator	35,500	9	8	6/10/2003	n	n	
y		40	36	SA Services Coordinator/Adv	35,500	9	8	6/10/2003	n	y	50
n		40	20	Executive Director	43,500	15	4	10/1/1997	y	y	50
y		40	20	SA Prevention Specialist	32,000	4	4	11/6/2008	n	n	
y	new hire	40	38	DV Advocate Dickinson, Emme	28,000				n	n	
y		40	38	DV Advocate Cherokee, Ida, S	33,000		10	5/29/2012	n	n	
y	new hire	40	38	DV Advocate Clay, Palo Alto	28,000				n	n	
y		20	20	Multi-cultural serices coordina	14,800		1	2/4/2013	n	n	
y	new hire	40	38	DV Advocate BV, Pocahontas	28,000						
		0			0						
		0			0						
		0			0						
		0			0						

Complete Program Budget

Expense Type	SASP		VOCA		VAWA		M Donatio	HSOG	City	County	United Way		Donations & Fundraising	Other	Total
	DA	FV	SA	SS	VA	VW					Way	Other			
Payroll	-	-	13,500	-	13,500	-	-	-	-	-	2,000	1,000	-	-	30,000
SA Advocate Clay, Pa	-	-	11,500	-	12,000	-	-	-	-	-	2,000	-	-	-	28,000
SA Advocate Dickins	-	-	5,600	-	5,600	-	-	-	1,300	-	4,000	5,000	-	-	32,000
SA Advocate BV, Poc	-	-	13,000	-	13,000	-	-	-	-	-	2,000	-	-	-	28,000
SA Advocate Cheroke	-	-	1,775	-	1,775	-	-	-	5,000	-	5,000	6,000	-	14,175	35,500
SA Services Coordina	-	-	5,500	-	5,500	-	-	5,000	7,500	-	2,000	-	-	10,000	35,500
SA Volunteer Coordin	-	-	2,175	-	2,175	-	2,175	5,775	7,000	-	9,000	5,000	-	8,025	43,500
Executive Director	-	-	5,000	-	5,000	-	-	-	-	-	-	-	-	22,000	32,000
SA Prevention Specia	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000	28,000
DV Advocate BV, Po	-	-	-	-	-	-	-	-	-	-	-	-	-	28,000	28,000
DV Clay, Palo Alto	-	-	-	-	-	-	-	-	-	-	-	-	-	14,800	14,800
DV bilingual advocat	-	-	-	-	-	-	-	-	-	-	-	-	-	33,000	33,000
DV Advocate Cher, Id	-	-	-	-	-	-	-	-	-	-	-	-	-	37,000	37,000
Store Staff	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	58,050	16,950	58,550	-	-	2,175	10,775	20,800	26,000	54,000	158,000	405,300	
Total Payroll															
Benefits	-	-	18,170	8,814	13,243	-	-	-	5,000	5,000	2,000	3,500	-	-	50,227
Travel & Training	-	-	9,000	6,000	15,000	-	-	-	1,000	2,000	8,500	12,000	43,470	38,500	
Contracted Svc	-	-	35,678	20,293	50,559	-	-	-	2,000	2,000	2,000	-	-	170,500	
Equipment	-	-	-	-	-	-	-	250	250	500	-	-	-	6,000	
Repairs & Maint.	-	-	-	-	-	-	-	-	-	-	-	-	-	1	
Rent	-	-	-	-	10,000	-	-	-	-	-	-	-	-	10,000	
Utilities	-	-	-	-	-	-	-	2,000	2,000	2,000	4,000	2,000	-	12,000	
Communications	-	-	-	-	-	-	-	3,000	3,000	3,000	1,200	3,400	-	10,600	
Supplies	-	-	-	-	-	-	-	-	-	-	-	4,500	-	4,500	
Insurance	-	-	-	-	-	-	-	7,575	4,500	4,000	5,288	6,000	-	27,363	
Other Direct:															
Emergency Shelter	-	-	-	-	-	-	12,000	5,000	-	-	-	-	-	17,000	
Other Direct	-	-	-	-	-	-	3,000	-	-	-	-	-	-	3,000	
Volunteers	-	-	-	-	-	-	-	-	1,000	-	-	-	-	1,000	
Total Expenses	-	-	120,898	52,057	147,352	-	15,000	17,000	28,525	38,800	50,488	85,400	201,470	755,990	

Financial Questions:

1. Do you have a reserved fund? Yes
 - a. If yes, how much is your reserve fund? \$360,781.00
2. What are your total assets? \$931,351.00
3. What are your total liabilities? \$37,821.00
4. Explain any restrictions on the use of your reserves or net assets. No restrictions
5. What is the amount of your current monthly operating expenses excluding depreciation? \$45,708.00
6. What is the amount of your anticipated monthly operating expenses excluding depreciation? \$63,000.00

Audit Questions:

1. When was your last audit completed? 01/21/2013
2. Have you submitted a copy of your most recent audit? Yes
3. Did you have an A-133 audit or a Yellow Book Audit conducted in accordance with federal regulations for the most recent fiscal year? Yes
 - a. If you did not have an A-133 audit or Yellow book audit conducted, please explain why.
4. Were there any audit findings on your last three years of audits? No
5. Did the auditors list a "going concern" on any of your last 3 years of audits? No
6. If yes to either, or both, questions #4 or #5 above, explain the findings and how your agency/program resolved these findings, or why you did not resolve these findings.

Fundraising, Contributions and Donations Questions:

1. Provide a summary of all of your fundraising events for the last two years.
 - a. Women's Night Out – Spencer, Iowa – This event includes a dinner, speaker and auction items that are donated by area businesses. Women's Night profited \$16,286.00 over the last 2 years.
 - b. City Lights Women's Night, Cherokee, Iowa. This event includes vendors, dinner, and a survivor shares their story, speaker and raffles (donated by area businesses). Total profit for City Lights was \$10,889.00 over the last 2 years.
 - c. New Leaf Used Furniture Store, Cherokee, Iowa. The community donates used furniture/home décor, and then the items are sold.

After paying New Leaf staff and any building expenses the profits are CAASA's fundraising dollars. Over the last 2 years New Leaf has generated \$39,649.00 fundraising profits.

- d. 2nd Chances Used Furniture Store, Spencer, Iowa. The community donates used furniture/home décor, and then the items are sold. After paying 2nd Chances staff and any building expenses the profits are CAASA's fundraising dollars. Over the last 2 years 2nd Chances has generated \$5093.00 fundraising profits.
- e. Spencer Women of Today – Sponsored Manicures, Margaritas and Massages last year and are going to continue this fundraiser annually. The first year fundraising profits were \$3500.00.

2. What is your plan for fundraising in the next year? CAASA will continue Women's Night Out in Spencer, City Lights Women's Night in Cherokee, New Leaf and 2nd Chances Stores. The communities that we serve are stepping up to develop fundraisers for CAASA. A restaurant in Spencer recently held a spaghetti supper with proceeds going to CAASA. It made \$100.00 this first year, the business owner wants to continue this as an annual event. Emmet County's Victim Witness Coordinator developed a CAASA's friends group and will be holding the first "CAASA Idol" in Estherville, Iowa on March 9, 2013. There will be judges and singers. The Judges include Law Enforcement and Fire Rescue Personnel.

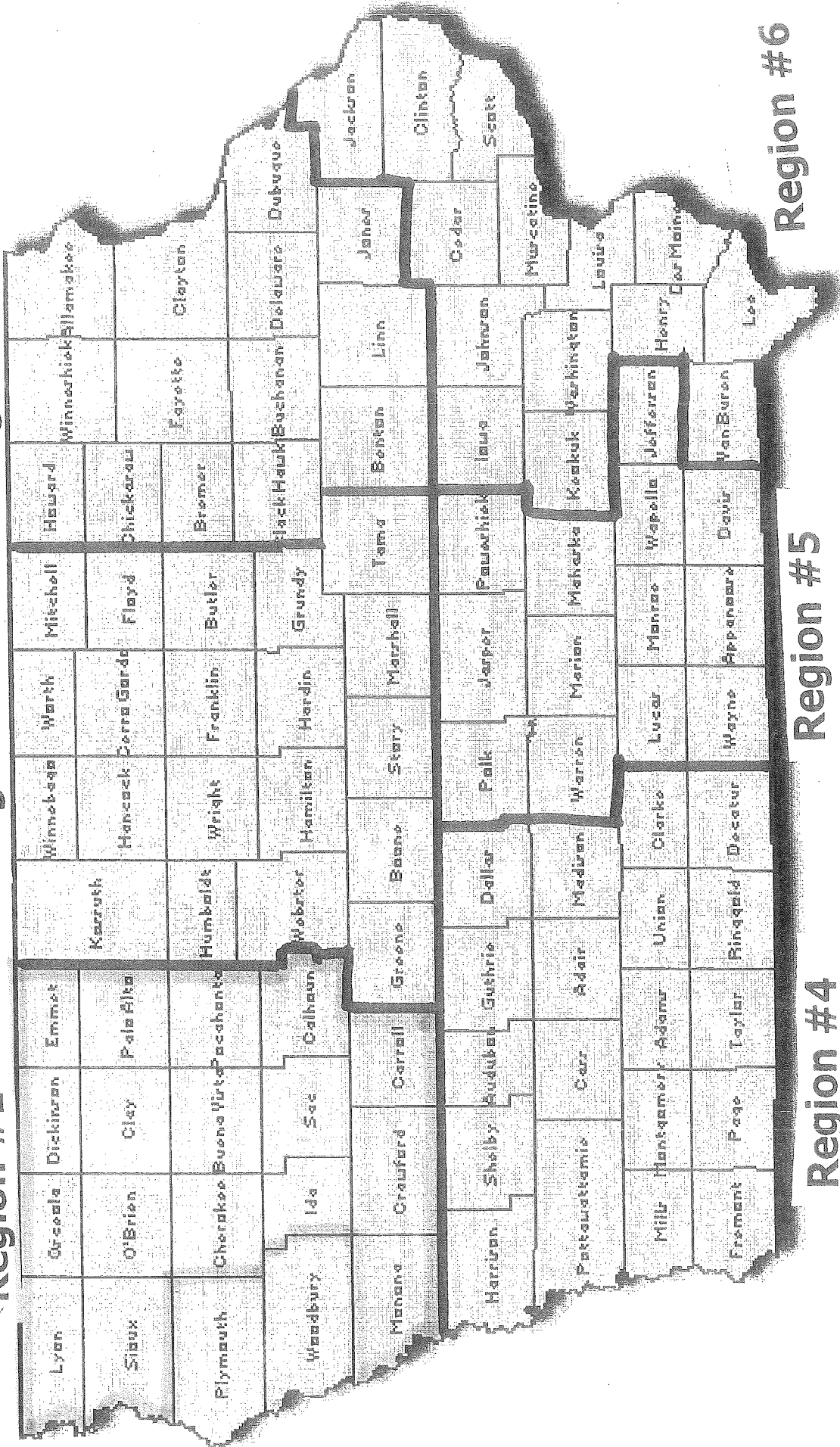
There are plans to develop a walk/run in Buena Vista County. The Gender and Women's studies students from Buena Vista University are working on this project to hold in April corresponding with Sexual Assault Awareness Month.

- 3. What was contribution revenue for the last two years? \$167,244.00
- 4. What is your projected contribution revenue for the next year? \$90,000.00

CAASA's director and staff have begun speaking with the 9 counties that will be CAASA's agency area and the donations have been increasing. The importance of letting the community know what the needs of victims/survivors are is so important and will be one of the priorities of CAASA, the highest priority will be services to victims/survivors.

Service Area Map of Iowa

Region #1 Region #2 Region #3 Region #6



Region #4 Region #5

Program Area - 17 Rural 17 Counties
 CAAIA - Agency Area

TABLE OF OUTREACH/SATELLITE OFFICES

<i>County</i>	<i>City</i>	<i>Office Description</i>	<i>Hours Staffed</i>	<i>Office Staffed By</i>
Cherokee	Cherokee	Outreach office Private office space	Mon – Friday 8:30 am to 4:30pm – early evening hours as need for appointments & groups	SA Advocate #1 DA Advocate #1 SA Prevention#1
Clay	Spencer	Main office – private office space	Mon. – Fri 8:30 am to 4:30pm – early evening hours as needed for appointment & groups	SA Advocate # 2 SA Volunteer Coord. SA Services Coord. DA Advocate #2 Executive Director SA Prevention #1
Buena Vista	Storm Lake	Outreach office – private office space	Mon. – Fri. 8:30a.m. to 4:30 p.m.- early evenings hours as needed for appointment & groups	SA advocate #3 SA Prevention #1 Multi-cultural advocate #1 DA Advocate #3
Dickinson	Spirit Lake	Outreach office/ private office space	Mon. – Fri. 8:30 a.m. to 4:30p.m.- early evening hours as needed for appointments & groups	SA Advocate #4 DA Advocate #4 SA Prevention #1
Sac	Sac City	Outreach office Private office in Sac County Court house Annex	Tuesdays – 9a.m. to 3:30pm plus as needed for appointments or groups	Staffed in part by SA Advocate #1 Staffed in part by DA Advocate #1 SA Prevention #1
Ida	Ida Grove	Outreach office – in Ida County courthouse	As needed	Staffed in part by SA Advocate #1 Staffed in part by DA Advocate #1 SA Prevention #1
Emmet	Estherville	Outreach office Donated space by Church	As needed	Staffed in part by SA Advocate #4 Staffed in part by DA Advocate #4
Palo Alto	Emmetsburg	Outreach office in Palo Alto Court House	As needed	Staffed in part by SA Advocate #2 Staffed in part by DA Advocate #2
Pocahontas	Pocahontas	Outreach office to be determined	As needed – CAASA will be providing services to Pocahontas County beginning July 1 2013.	Staffed in part by SA advocate #3 Staffed in part by DA Advocate #3

I.

Centers Against Abuse and Sexual Assault (CAASA) was established in 1986 as a crisis line staffed by volunteers. Over the next 21 years CAASA covered 4 counties in Northwest Iowa; they included Clay, Dickinson, Emmet, and Palo Alto. CAASA served victims of domestic abuse and sexual assault and had a community shelter/office in each of their counties and employed 9 full time staff to cover their service area.

The Council Against Domestic Abuse and Sexual Assault (CADA/SA) provided services to victims of domestic violence and sexual assault in Buena Vista, Cherokee, Ida, and Sac Counties in Northwest Iowa. CADA/SA was also established in 1986, beginning with a safe house in Aurelia, Iowa. CADA/SA expanded to include one community based shelter/office in Cherokee, Iowa along with private satellite outreach offices in Storm Lake and Ida Grove, Iowa and employed 7 full time staff.

On July 1, 2006, due to continued funding reductions, CAASA was the lead agency in a merger with CADA/SA. CAASA now serves victims/survivors of domestic and sexual violence in 8 counties in Northwest Iowa. The merger was a learning process that ultimately was a very positive step for the two agencies. It brought strong survivor focused programs together, helping to develop the best services/resources for victims/survivors. Since 2006 CAASA has reduced its community based shelters from five to one, the one Shelter being located in Spencer, Iowa. CAASA employs one administrator, seven full-time and one part-time program staff, and have one full time and three part-time shelter/crisis line services staff. This will change as the focus will be less on shelter services and more on program staff/mobile advocates.

CAASA's mission statement: The mission of the Centers Against Abuse and Sexual Assault (CAASA) is to eliminate personal, institutional and societal violence against individuals by empowering victim/survivors and providing supportive programs and services.

CAASA is governed by a board of directors that represent the counties that CAASA serves. The board is made up of individuals from many walks of life, some to include; A

CAASA's Executive Director has 15 years experience as a victim/survivors advocate. CAASA has an outstanding staff that is well educated, trained and survivor focused. The staff's average length of employment with CAASA is 6.5 years.

Centers Against Abuse and Sexual Assault (CAASA) agency name tells individuals, communities and systems that our agency is opposed to abuse in any form. The importance of survivors knowing that we are there and will advocate for them through any form of abuse is paramount in them seeking help and working through the healing process.

As of July 1, 2013 CAASA's agency will add Pocahontas County in Northwest Iowa to the previous eight counties. Pocahontas County has been redistricted out of D/SAOC-Fort Dodge service area. CAASA's and D/SAOC's executive directors are working together to make this transition effortless for survivors, the community and other systems. CAASA's director met with Pocahontas Board of Supervisors to explain changes and the plan to help make these transitions positive for survivors. One of the CAASA advocates that will be working with Pocahontas survivors is a native of Pocahontas County and is familiar with resources there.

In Region 1, CAASA's service area will contain Buena Vista, Cherokee, Clay, Dickinson, Emmet, Ida, Palo Alto, Pocahontas and Sac Counties. The following demographic statistics were taken from the U.S. Census Bureau:

- In **Buena Vista** County the population is 20,406 (a slight increase from the past year) 49.5% are female. The racial/ethnic make-up is as follows: 66.7% White non-Hispanic; 23.6% Hispanic (the State of Iowa is 5.2%); 2.8% Black; 0.5% Native American; 6.0% Asian (the State of Iowa, 1.9%); 78.7% are high school graduates (the State of Iowa 90.3%); 11.3% are persons below the poverty level. (State of Iowa 11.9%)
- In **Cherokee** County the population is 12,069 (a slight decrease from the past year) 50.4% are female. The racial/ethnic make-up is as follows: 95.2% White non-Hispanic; 2.6% Hispanic; 0.7% Black; 0.3% Native American; 0.6% Asian; 92.1% are high school graduates (which are slightly higher than State of Iowa at 90.3%) 5.3% are persons below the poverty level.
- In **Clay** County the population is 16,590 (a slight decrease from the past year) 50.8% are female. The racial/ethnic make-up is as follows: 94.9% White non-Hispanic; 2.9% Hispanic; 0.5% Black; 0.3% Native American;

0.7% Asian; 92.4% are high school graduates. 11.7% are persons below the poverty level.

- In **Dickinson** County the population is 16,899 (a slight increase from the past year) 50.5% are female. The racial/ethnic make-up is as follows: 97.2% White non-Hispanic; 1.2% Hispanic; 0.3% Black; 0.1% Native American; 0.5% Asian; 93.2% are high school graduates; 8.5% are persons below the poverty level.
- In **Emmet** County the population is 10,104 (a slight decrease from the past year) 49.8% are female. The racial/ethnic make-up is as follows: 89.3% White non-Hispanic; 8.2% Hispanic (the State of Iowa is 5.2%); 0.9% Black; 1.6% Native American (the State of Iowa is 0.5%) 0.5% Asian; 87.7% are high school graduates (under the State of Iowa 90.3%) 11.4% are persons below the poverty level.
- In **Ida** County the population is 7,086 (remaining about the same as last year). 50.1% are female. The racial/ethnic make-up is as follows: 96.9% White non-Hispanic; 1.7% Hispanic; 0.3% Black; 0.2% Native American; 0.3% Asian; 89.5% are high school graduates; 11.0% are persons below the poverty level.
- In **Palo Alto** County the population is 9,419(remaining about the same as last year). 50.3% are female. The racial/ethnic make-up is as follows: 96.1% White non-Hispanic; 2.0% Hispanic; 0.6% Black; 0.2% Native American; 0.4% Asian; 87.9% are high school graduates; 9.8% are persons below the poverty level.
- In **Pocahontas** County the population is 7,180 (a slight decrease from the past year) 50.5% are female. The racial/ethnic make-up is as follows: 95.5% White non-Hispanic; 2.7% Hispanic; 0.5% Black; 0.4% Native American; 0.2% Asian; 91.9% are high school graduates; 12.5% are persons below the poverty level (the State of Iowa is 11.9%).
- In **Sac** County the population is 10,241(a slight decrease from last year) 51.0% are female. The racial/ethnic make-up is as follows: 96.4% White non-Hispanic; 2.2% Hispanic; 0.5% Black; 0.1% Native American; 0.2% Asian; 89.7% are high school graduates; 9.3% are persons below the poverty level.

Buena Vista County has the largest population in CAASA's 9 county Agency. It also has the second largest percent of Hispanic population in the State of Iowa. There is a great deal of diversity in Buena Vista County and it continues to grow. In the 9 counties that are in CAASA's Agency we see that only 2 counties have increased in population, Dickinson and Buena Vista. There are many Socio-economic variables in CAASA's Agency

area, but the consistent variable is that these are very rural counties in Iowa. There is a continued rate of population and economic growth that is decreasing in all but 2 of the 9 counties. The area is mainly farm and livestock production with some manufacturing. The companies that are in these rural counties are meat and egg packing plants, Wind Energy and Ethanol production. There is also a lack of affordable housing in many of our rural towns and surrounding areas.

Sexual assault victims in rural Northwest Iowa face unique challenges. The following are samples of barriers faced by victims that CAASA advocates for:

- Because of the number of people in a rural area, it is more likely that a victim is acquainted to the perpetrator; this is a huge barrier when it comes to reporting the crime.
 - Often the rural community is very conservative, close-knit making it very hard for a victim to report. The conservative nature of rural Iowa makes it extremely hard for LGBTQ victims to report.
 - Lack of sensitive medical personnel who are familiar with issues involved in sexual assault cases. There have been several cases where the victim was re-victimized by the medical personnel in the Emergency Room.
 - Lack of training for Law Enforcement
 - Lack of training for Prosecution.
 - Victims are afraid to report due to confidentiality in a rural area.
-
- Not enough mobile victim advocates. Travel time to a crisis can take several hours to respond due to lack of funding for enough advocates.
 - Barriers to children are even greater because they rely on adults to get them the help they need and to believe them.

CAASA has very dedicated volunteers. In FY12 we had 16 direct service volunteers that donated 2,111 hours. The direct services volunteers help with answering the crisis line, providing crisis and personal advocacy, emergency shelter and office coverage along with other direct services.

CAASA has seen a decrease in volunteers over the last few years as individuals are working longer and with minimal staff and large numbers of

victims served, CAASA has not been able to make volunteer recruitment a priority. In spite of this, CAASA has had successes. Recently elected

victim barriers; she was asked and will be sponsoring a dating violence bill. In FY 12 we also had 39 in-direct volunteers that served 1,878 hours.

who helped with fundraisers which include our 2 fundraising thrift stores, community outreach, and helping with repairs and maintenance of our shelter/outreach facilities.

Volunteer recruitment will be a priority focus for the upcoming year. We are hoping with the reorganization of survivor services that we will increase advocates and be able to employ a full time volunteer coordinator to recruit volunteers for essential crisis response to after hour calls and to answer the Sexual Abuse Rural (17 Counties) crisis line. We will put recruiting and training "Comprehensive Victim Service Volunteers" as a priority due to the redefined reorganizations one hour response time to survivors and the Sexual Abuse Crisis Line to be answered by Comprehensive Sexual Abuse advocate or Comprehensive Victim Service Volunteers, not by 24/7 Shelter staff. Comprehensive Victim Service Volunteers will provide the after-hours crisis response, court, personal and medical advocacy, office coverage, along with answering the Sexual Abuse Rural Crisis Line, crisis counseling and referral to the Comprehensive Sexual Abuse Advocate in the survivor's area. CAASA

is very versed in the counties we serve and will be an essential team member to transition into the regionalization process. CAASA has begun this process so that there will be a comfortable transition into the CAASA based 17 Rural Counties Sexual Assault Crisis Line that will begin July 1, 2013. The CAASA advocate willing to take on this project has already contacted the Family Crisis Centers (FCC – Sioux Center) volunteer coordinator and together they are collaborating on shared volunteer trainings, sharing of ideas and information. We will begin the process of putting information out into the community that CAASA is seeking volunteers through presentations, local and regional newspapers, radio, faith based and civic organizations. We have two trainings a year at Buena Vista University in Storm Lake Iowa and will be contacting all colleges in CAASA's service area to set up trainings there as well. CAASA's volunteer coordinator/trainer will maintain all trained volunteer files. Files will contain the volunteer's application, background checks/clearance, training record, volunteer hours, jobs performed and other relevant

information. Statistics are gathered and recorded monthly. Together CAASA and FCC will share the responsibility for the initial training of staff members and volunteers in Region One.

On July 1, 2013, CAASA will reclassify and restructure its current and future staffing format. No longer will CAASA have a need or resources for a Shelter Coordinator or 24/7 shelter monitors. CAASA anticipates blending jobs and responsibilities to better fit the needs of Region One and its new service area.

CAASA will hire new staff beginning July 1, 2013. These staff will be hired and trained by the Executive Director, Service Coordinator and the Volunteer Coordinator/trainer. Over the last few years CAASA has been serving a large number of victim/survivors in 8 counties with minimal staff. CAASA sees the reorganization as very positive for victims/survivors of Sexual Abuse in Region One's Rural 17 counties as there will be more advocates available to survivors in this service area. In 9 rural counties (as of July 1, 2013), CAASA will operate with four full time Sexual Abuse Outreach advocates, at least one of whom will provide minority outreach services. CAASA will subcontract with FCC-Sioux Center the first year of this transition for 3 full time and 1 part time Sexual Abuse Outreach advocates in FCC's 8 counties. In addition; CAASA will conduct day-to-day operations and procedures with one full-time executive director, one full-time sexual abuse services coordinator, one full-time sexual abuse volunteer coordinator/trainer and one full time sexual abuse prevention specialist. After the first year CAASA will not subcontract with FCC-Sioux Center, but will employ all Sexual Abuse Advocates in the rural 17 county area.

CAASA's staff reflects the regional demographics. Caucasian is the primary population in Region One.

Polk County, Iowa, which has the second largest percentage of Hispanic population in the State of Iowa.

This advocate will work to assist minority clients in seeking and obtaining U-VISAs and other legal documents. The outreach advocate devotes 100% of her time working with minorities in need of domestic abuse, sexual assault or human trafficking services. Although CAASA serves victims of abuse who are male, most clients are female. CAASA's staff is female; however, CAASA has a male volunteer who is fully trained. CAASA emphasizes understanding and acceptance of clients with special needs. All CAASA advocates and staff

are encouraged and supported in their training efforts toward increased tolerance, consideration, empathy, and knowledge of clients with special needs and how to best serve them. CAASA's staff consists of persons who have overcome many adversities. With the statistic of one in four women being physically or sexual abused in their lifetime, we know that everyone is and has been affected by abuse. CAASA's staff members mirror the demographic makeup of the region and emulate (and have an understanding of) their life situations as well.

The Executive Director and Services Coordinator will provide supervision for staff members. After July 1, 2013, CAASA will also serve victims/survivors in Pocahontas County. CAASA's Executive Director along with D/SAOC- Fort Dodge have been collaborating for a smooth transition for survivors services in this newly redistricted county. CAASA will conduct monthly staff meetings. FCC—Sioux Center will take on 4 southern counties CAASA- Spencer will allow FCC to conduct staff meetings in CAASA's Cherokee office. Cherokee is the midway point for both districts. CAASA and FCC have focused a great deal of time and energy in securing a positive working relationship for survivors in Rural Region One. CAASA's staff will complete itemized time sheets. The new timesheet (Time and Billing Format) were developed by the Iowa Coalition Against Sexual Assault. The Executive Director and Services Coordinator will review all timesheets (depicting job duties). The new itemized timesheets will permit CAASA's director and Services Coordinator to provide better regional supervision. This time sheet will also be used by FCC in Sioux Center to have a uniform timesheet in Region One Rural service area.

Annually salary ranges from the highest to the lowest respectively; \$43,500 and \$28,000. Hourly ranges from the highest to the lowest respectively; \$20.91(The Executive Director) and \$13.46(starting salary).

The average turnover rate of CAASA staff in the past is about 10%. In the last year there have been two terminations, including a short term Executive Director (6 months) for misconduct and an employee for several confidentially breaches. This would put the turnover rate this year at 17%.

In the first year of the regionalization plan, CAASA will subcontract with FCC-Sioux Center for 3 full time and 1 part time sexual abuse outreach victim advocates. FCC-Sioux Center will provide Sexual Abuse services in the following counties: Sioux, Lyon, Obrien, Osceola, Monona, Calhoun, Crawford and Carroll. CAASA will conduct quarterly regional meetings

for ALL sexual abuse victim advocates. The purpose of these meetings is to ensure compliance with Iowa code/training, Iowa Coalition Against Sexual Abuse. Standards and best practices, and CAASA—Spencer’s and FCC—Sioux Center’s policies and practices. In addition, staff will review case management procedures, community assessments and systems needs. The over-all evaluation practice of these meetings will focus on the regionalization process. During the transition year, this will be essential in gauging the agencies’ successes or failures. As the regionalization process unfolds, both programs anticipate minor program “fine-tuning.” Directors from both CAASA—Spencer and FCC—Sioux Center will maintain an open line of communication to trouble-shoot problems or amend service delivery. Directors from CAASA—Spencer and FCC—Sioux Center are committed to securing effective and efficient sexual abuse services – region wide.

II.

CAASA’s plan for providing outreach services to victims in the service area/region is as follows:

Region One’s Sexual Abuse Comprehensive program format will be “Survivor Driven Services.” Survivors know what they need and want. CAASA will honor and support survivor’s service requests and configurations. Persons seeking assistance from Centers Against Abuse and Sexual Assault will experience no interruptions in service delivery.

Centers Against Abuse and Sexual Assault Comprehensive Sexual Abuse Services will include the following:

- Survivor Driven Services
- 24-Hour Regional Crisis Line for Sexual Abuse Victims
- Assessing the needs of the victims
- Advocacy to victims (court/legal, housing, economic, medical, personal or general)
- Case management style of service delivery
- Collaborations with local service providers and agencies to assist in providing victim services
- Community education
- SA Prevention presentations

- Crisis intervention (24-hour response) includes emergency response to hospitals and law enforcement agencies to assist abuse victims
- Emergency and long-term advocacy (court/legal, housing, economic, medical, personal or general) based on each victim's needs
- Information and referrals
- Programming or referral services for non-abusive support person in survivors' life
- Children's programming for youth that have experienced sexual abuse
- Systems change and advocacy
- Outreach offices and services available (in satellite offices throughout the region)
- Training and support for allied professionals
- Transportation
- Trauma-specific/informed counseling and strategies (individual and groups)
- Alternative/holistic methods of healing from trauma
- Partnership care with area mental health providers, substance abuse programs/counselors, fitness instructors, and medical professionals

The following is how CAASA will provide the above listed services:

CAASA will answer Region One's Rural Sexual Abuse Crisis Line. CAASA finds it important to have the sexual abuse crisis line answered by the sexual abuse service provider. Therefore, CAASA is willing to accept the responsibility of providing Sexual abuse crisis lines services for 17 counties in Region One. Trained staff and volunteers will be responsible for crisis line coverage. CAASA has a multi-lingual staff and volunteers to assist non-English speaking persons using the crisis line. Victims of sexual abuse will receive timely responses from the service program nearest to them. Advocates and volunteers answering the sexual abuse crisis line will be responsible for conducting a needs assessment in order to know the level of service the victim needs or to make appropriate referrals.

CAASA will provide trained Sexual Abuse Victim Advocates 24 hours a day/7 days a week in ALL of Region One's counties (with the exception of Plymouth and Woodbury). Counties under CAASA's umbrella include: Buena Vista, Cherokee, Clay, Dickinson, Emmet, Ida, Palo Alto, Pocahontas and Sac. CAASA will subcontract with FCC—Sioux Center to

provide comprehensive sexual abuse services in the following counties:
Lyon, Osceola, Sioux, O'Brien, Monona, Crawford, Carroll and Calhoun.

CAASA's outreach service delivery plan includes staffing outreach satellite offices in Sac, Ida, Palo Alto, Emmet and Pocahontas counties as needed; holding scheduled office hours in Buena Vista, Clay, Cherokee and Dickinson counties. FCC—Sioux Center will hold scheduled office hours as needed in Lyon, Osceola, Monona, and Calhoun counties and scheduled office hours in Sioux, Obrien, Crawford, and Carroll counties. CAASA—Spencer and FCC—Sioux Center are recruiting volunteer crisis responders to provide services in the out-laying communities and counties.

CAASA's Sexual Abuse Victim Advocates will be flexible and mobile. "*Mobile Advocacy.*" Outfitting victim advocates with mobile devices, equipment, and allowing mileage reimbursements will permit advocates to be flexible and perform "on-the-go" victim services. Since 2006 CAASA has had mobile advocates. We have continued serving many victims in a large geographical region with minimal staff. With the Regionalization CAASA is hopeful that we will be able to hire more mobile advocates to increase our outreach in our agency area. Mobile outreach services will assist clients in reaching the required services more quickly and safely. CAASA's established mobile offices will allow staff members to meet clients in a mutually determined location. This service delivery format will permit staff the opportunity to get more acquainted with clients thus providing better individualized services. CAASA has been utilizing this form of advocacy and with more advocates there will be increased victim outreach.

CAASA is in the process of recruiting and training volunteers "*Community Based Victim Service Providers.*" CAASA is continuing to build community partnerships with area service providers. These partnerships will allow clients accessible and reliable services throughout Region One. CAASA—Spencer, FCC—Sioux Center, CSADV—Sioux City cannot do it alone. Community partnerships are crucial.

CAASA plans to become more visible in the communities we serve. In achieving this visibility, CAASA's Sexual Abuse Victim Advocates will attend local public health events, culturally specific events, educational, community coalition meetings and other events/fairs. CAASA seeks strategic means to remain or become more visible in their communities.

CAASA's Comprehensive Sexual Abuse Regional Services will focus on piloting services around the needs of the clients. The range of services will include: **Crisis Intervention**; a timely response to an individual presenting a crisis related to sexual violence. This will be done through active listening, empathy, teaching or reinforcing coping skills, and reduce current trauma symptoms. **Advocacy**; supporting and assisting a victim/survivor to define their needs, explore options and ensure their rights are respected. **Counseling**; supporting the victim's recovery process through listening, encouraging, validating, reflecting, giving resources and providing a safe counseling environment. **Support Groups**; to foster a sense of regaining control, promote an understanding of the effects of sexual violence, and assist with finding resolution concerning the sexual victimization. **Information & Referral**; a source of information and referral for victims, significant others and the community on sexual assault. **Institutional Advocacy/Systems Change**; CAASA will advocate for social change by addressing community conditions which adversely affect sexual violence victims/survivors and with other organizations working towards the elimination of sexual violence. This will include professional training and being involved in area's community task forces. **Prevention & Awareness**; CAASA will be an active community resource regarding sexual abuse, providing information, outreach, support and training. CAASA from July 2010 to December 2012 saw 344 new sexual abuse clients in the 8 counties it served (Dickinson, Emmet, Clay, Palo Alto, Buena Vista, Cherokee, Ida, and Sac). In that same time period the other 9 counties that CAASA will be responsible for sexual abuse services which include, Pocahontas, Sioux, Obrien, Calhoun, Crawford, Monona, Carroll, Osceola and Lyon saw 134 new sexual abuse clients. I believe that CAASA saw triple the amount of sexual abuse clients, not because it happened more in those 8 counties but because of our "mobile advocates" along with the community and school sexual abuse prevention presentations. Last year CAASA presented to 4,996 children in our 8 counties sexual abuse

after CAASA had presented.

With specific sexual abuse advocates and more of them, we know the numbers of sexual abuse victims that seek services will continue to grow. CAASA is working with area community coalitions to establish SART teams. We will have a SART team beginning soon in Buena Vista County. There has been great collaboration between CAASA, Law Enforcement, County Attorney's office, and Medical personnel to develop this SART team. 1

This will be the first SART team in our rural counties and we have begun the process to develop SART teams in all of the 9 counties in CAASA's agency. This will be possible with the addition of more specific sexual abuse advocates.

Trained Comprehensive Service Volunteers will respond to satellite offices and provide outreach services in the event a Sexual Abuse Victim Advocate is not available or is unable to reach the victim in a timely manner. CAASA will equip other professionals and community members to assist in providing outreach services to victims of sexual abuse.

CAASA will provide children and youth advocacy services in the schools, satellite offices, or in the main facility. Youth and Teen services will include, but are not limited to: Sexual Abuse educational programs and support groups, girl's empowerment programming, and individualized support programming. CAASA will designate all Sexual Abuse staff members as qualified to provide comprehensive services to children who have experienced sexual abuse. In this past year over 33% of the clients served by CAASA were children. The significance of this statistic shows services to children in sexual abuse situations is paramount.

CAASA will provide sexual abuse victims with assessment; transportation; crisis intervention; legal/court, medical, and systems advocacy; case management; trauma informed/specific counseling; and support group services. In addition, CAASA's staff members and volunteers will also provide housing and economic justice advocacy by helping survivors of sexual abuse: fill out applications, leases, and other complicated forms; with consent speak on behalf of survivors with landlords, potential landlords, and other officials, and connect survivors with available resources through direct advocacy or referrals. Sexual Abuse Victim Advocates will perform the above listed services based on the needs and desires of the clients. CAASA promotes Survivor Driven Services.

From July 2010 to June 2012, CAASA's staff presented 822 presentations/trainings which included 30,089 individuals in our region. The number of individuals in these trainings/presentations were, 17,265 adults and 12,602 youth. These trainings/presentations covered sexual abuse prevention and awareness of abuse commonly experienced by persons with disabilities or special needs, healthy relationships, dating/sexual violence/sexual harassment to name a few. CAASA projects to enhance

and expand these community outreach services, trainings, and activities. CAASA will conduct trainings/activities for other services providers. CAASA cannot fulfill the needs of every victim – community partnerships remain essential.

As the number of minorities grows in Region One, CAASA is committed to increasing the number of advocates providing services and to expanding existing services. Minority outreach services in CAASA—Spencer's and FCC – Sioux Center's service area will be comprehensive and wide-spread. CAASA—Spencer and FCC—Sioux Center will have staff members designated to perform minority outreach activities. Activities include attending culturally specific events and printing materials and information in a Spanish (or other languages as needed). CAASA pledges to continue and strengthen strides toward equal justice for minorities through collaboration with: coalitions, legislators, community officials, and activists.

CAASA does not require clients to show proof of their legal status. CAASA's outreach efforts will continue to be all-inclusive.

The Multi-Cultural Sexual Abuse Advocate will help minority survivors of sexual abuse move toward understanding and healing from the effects of sexual abuse trauma. The Advocate will provide, Assessment; Transportation; Crisis Intervention; Legal/Court, Medical, and Systems Advocacy; Case Management; Trauma Informed/Specific Counseling; and Support Groups. Minority clients will also receive culturally sensitive support with needs such as: education opportunities; financial planning; credit history issues; safety planning; and resource options if the client so requests.

CAASA's Multi-Cultural Outreach staff members will provide housing and economic justice advocacy by helping survivors of sexual abuse to: fill out (usually English only) applications, leases, and other complicated forms. To speak on behalf of survivors (or provide interpretation) with landlords, potential landlords, and other officials; and connect survivors with available resources through direct advocacy and/or interpretation.

CAASA is in the process of completing the *Integrated Services Project (ISP)*. ISP's focus is on understanding the correlation between substance abuse and domestic abuse. We also understand that Sexual Abuse Trauma can and does correlate with substance abuse. CAASA has a Certified Chemical Dependency counselor on staff. Although this is not the role this

employee fulfills, she has maintained her certification and trainings to provide the best possible services. In addition, CAASA has a great working relationship with Compass Point (drug and alcohol center). CAASA and Compass Point will continue to provide joint services and training to better serve victims of sexual abuse throughout the region. In Cherokee, Ida, and Sac, advocates work with Jackson Recovery. Cherokee Synergy Center (in-patient treatment) has the CAASA advocate come and present once a month on Sexual Abuse and Domestic Abuse issues. CAASA pledges to continue (and to build upon) these partnerships.

Sexual abuse clients struggling with mental health issues will gain access to CAASA's services without barriers or persecution. Services to clients who are believed to have a mental illness will be fair and non-judgmental. CAASA's victim advocates are empathic and compassionate. All clients seeking services or assistance who fall outside or beyond the staff's expertise will receive referrals and guidance. CAASA has notable affiliations with several mental health providers throughout the region.

CAASA will provide outreach services to the LGBTQ population. Outreach services to the LGBTQ population will consist of all afore-mentioned services with the addition of greater sensitivity. CAASA's advocates will continue to take part in LGBTQ focused training in order to remain current and informed.

Children Services, Minority Outreach Services, Services for Undocumented Persons, Persons with disabilities, LGBTQ population, and/or incarcerated or formerly incarcerated victims of sexual abuse will receive equal and fair services from both CAASA—Spencer and FCC—Sioux Center. Services to these populations will be comprehensive and wide-spread.

CAASA does not discriminate client services based on age, legal status or lack thereof, LGBTQ status, disability, race or ethnicity, mental health issues, substance abuse concerns, or current or former incarceration.

During year one of the new regionalization plan CAASA will experiment with new and creative services. No more "cookie-cutter" support groups, rather yoga classes, classes on culture and oppression, music therapy, pet therapy, something as simple as walking a dog. CAASA pledges to think and work on serving all victims of sexual abuse by thinking outside the box/office. Persons seeking Trauma Informed services will have new service delivery options. The idea of new and creative services excites CAASA's staff.

CAASA will obtain/retain 7 full time and 1 part time Sexual Abuse Victim Advocates for the counties of Lyon, Osceola, Dickinson, Emmet, Sioux, O'Brien, Clay, Palo Alto, Cherokee Buena Vista, Pocahontas, Ida, Sac, Calhoun, Monona, Crawford, and Carroll in Region One. Sexual Abuse Victim Advocates (SAVA) will be available in the above stated counties on scheduled office hours or as needed. SAVAs will provide direct services or secure referral services to adult sexual assault victims, adults molested as children, child sexual abuse victims, elderly sexual abuse victims, incarcerated victims of rape, both male and female victims/survivors, sexual assault victims' support systems (significant other, family, friends, etc.), sexual trafficking victims and teen sexual assault victims.

SAVAs will conduct initial assessments with each new client (adults and children). The SAVAs will then develop a case management plan which will serve as a road map of services. The client will navigate their journey with the assistance of the SAVAs who will provide weekly monitoring on all case management plans. Services provided within the case management plan will include but are not limited to: advocacy (systems, personal, medical, legal, and courtroom), trauma-informed care/specific counseling and support groups, and crisis intervention (safety planning and prevention). CAASA will have one SAVAs designated to serve the growing number of minorities. To best meet the needs of clients, 24/7 services will be available in satellite, main, or mobile offices.

Additional job duties for the Sexual Abuse Victim Advocates will include: data entry, community outreach, prevention and awareness campaigns and networking meetings.

CAASA will subcontract with CSADV—Sioux City for long-term shelter care. ***Please see attached MOU.* CAASA will provide short/brief (1 or 2 nights) emergency shelter care in its current facilities in Spencer and/or Spirit Lake (staffed by volunteers) or local hotels. CAASA built working relationships with area hotel/motels in its 9 county region. CAASA has developed an emergency shelter resource book that includes all hotel/motels, eating establishments and any other services that might be required for a 1 to 2 nights stay. CAASA was given an \$8000.00 donation from a past survivor; this will be an annual donation for rental assistant/emergency fund. We received another \$5000.00 from the Shelter Assistance fund and \$7000.00 from private donations. This is a total of \$20,000.00 to help move or keep victims/survivors in safe affordable housing. CAASA will continue to ask for community support for this fund. CAASA has also written a community foundation grant for its building in

Spirit Lake to be transformed into an outreach office, emergency shelter and an transitional housing apartment for victims. This would utilize this large CAASA owned facility into 3 essential service programs for victims.

CAASA will continue working to improve sexual abuse victims' standing and rights within the legal systems, state and federal human service systems, housing and economic justice programs, medical field, and within their personal lives. Upholding and securing the rights and protection of victims is CAASA's priority. As their dignity is stripped away by abuse and oppression, so are many other areas of civil liberties. CAASA will continue to work daily to restore and renew the rights of sexual abuse victims/survivors. CAASA will maintain contact with federal and state congressmen and legislators; regional community leaders – Sheriffs, county attorneys, judges, colleges, hospitals, human services agencies, programs and churches – to see that change in the systems happens. No longer should victims of sexual abuse be considered “marginalized citizens” in society, or experience the level of shame/blame they currently encounter.

CAASA plans to print new agency brochures listing the new service area and crisis line number. CAASA will maintain its current crisis line number as the Region One Rural (17 counties) Sexual Abuse crisis line. CAASA will conduct a press release(s) announcing the changes; and publish the crisis number in area newspapers on a continuous basis for several weeks. CAASA will print new brochures and posters depicting the new service area and crisis number to be widely distributed.

It will be important that “systems personnel” throughout region one understand the new regionalization service plan and format of service delivery. CAASA will attend several networking meetings to introduce the regionalization plan and distribute brochures and posters.

Trained staff or volunteers will answer CAASA's crisis line. CAASA is currently utilizing paid 24/7 shelter/crisis line advocates for this coverage. On July 1, 2013, CAASA will add Pocahontas County to the crisis line services. CAASA anticipates no disharmony with the addition of this county to its crisis line service. Region One will have systems and service providers in place to assist victims of sexual abuse 24/7.

CAASA has been a victim service provider for the past 27 years. Through the many years of experience, CAASA staff and volunteers understand the dynamics of sexual abuse in all forms. CAASA director has been collaborating with Iowa City Rape Victim Advocacy Center; they have

shared numerous amounts of their sexual abuse resources. CAASA will ensure that survivor focused resources are available to all victims/survivors that seek our services. All but one (a new employee) of CAASA's current staff are Certified Sexual Abuse Counselors through the Iowa Coalition Against Sexual Abuse and we will continue to maintain the highest standard that the State of Iowa and the Sexual Abuse Coalition require. CAASA's staff and volunteers pass no judgment or false expectations on clients. CAASA believes every time a client reaches out for services, they gain great strength and knowledge. CAASA places no shame or blame on clients.

Why should CAASA be chosen to provide Sexual Abuse Comprehensive services? CAASA has over 27 years of experience and expertise in providing services to victims (adults and children) of all types of sexual abuse, the number of sexual abuse victims that CAASA has served shows that CAASA has been, and will continue to be committed to reaching out to survivors. Victims know that CAASA cares. As a sexual assault survivor recently expressed in an email: "CAASA has changed my life. I lived for so many years not even knowing the damage, not seeing the scars, not admitting the truth to myself...but now-everything is different. I am at a loss...I am sitting here trying to think of the words to explain it, but I don't think there are any. The toxins from my past were not "contained" as I thought they were, and now I see how it leaked into everything and poisoned my life. All these years I thought there was something fundamentally wrong with me, but now I see that's not true. I'm rambling-I know...I could go on for days... HUGE thank you to everyone at CAASA for every day that you go to work, for every day that you open your heart and arms to someone in pain, for every day that you fight against ignorance, and for every victim who can finally believe it was not her fault."

CAASA tee-shirts read: Hope Opens Possibilities Everywhere

CAASA's Strengths

VICTIM/SURVIVOR CENTERED

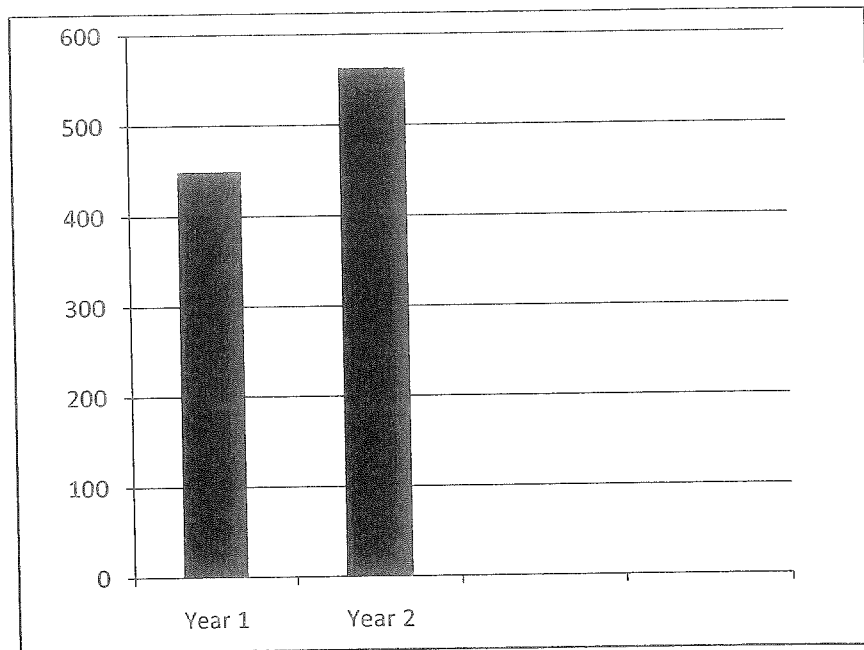
- Board of Directors that believe and live the mission of CAASA
- Executive Director that is a long-time advocate
- Expert Staff
 - Years of Experience (combine total of over 50 years)
 - Well Educated and Trained
 - Compassionate and Passionate

- Open to change
- Volunteer Program
- Have had “mobile advocates” for the last 7 years
- Have put rapid re-housing above shelter for the last 5 years.
- Comprehensive Sexual Abuse Service Delivery Plan
 - Development of SART Team and systems support
 - Strong SA prevention plan
 - Development of collaboration with stand alone SA projects in Iowa.
 - Partnership with FCC—Sioux Center
 - Partnership with CSADV—Sioux City
- Regionalization/Future Growth
 - Marketing strategies
 - Strong Community Partnerships
 - Compass Pointe and Jackson Recovery Drug and Alcohol Centers
 - Plains Area and Season Center –Counseling Centers
 - Department of Human Services – Region wide
 - Law Enforcement Agencies – Police Departments and Sheriff’s Offices
 - Specialized Services Centers – Assisting persons with Disabilities
 - Victim/Witness Coordinators in the Region
 - Strong Community Support (Established longstanding relationships; time-honored mutual support and collaboration)
- Good Financial Stability (Trustworthy, Highly-regarded)
 - Available Resources on Hand
 - Fundraising Abilities –
 - Churches, Benevolent organizations and Individuals
 - County/City funding

III.

In year one of the Regionalized service plan, Centers Against Abuse & Sexual Assault projects to serve 450 victims of sexual abuse, In the second year of the regionalization plan, CAASA anticipates these numbers will increase by 25%. As staff members become unencumbered from the time load required to provide shelter coverage and Domestic Abuse services, they will develop more mobility to expand Sexual Abuse victim outreach

services. In year two, CAASA projects to serve over 563 victims of all types of sexual abuse in the Region One Rural 17 county area. CAASA also projects that we will provide SA Primary Prevention in all 17 counties.



CAASA pulled together the past 2 years of ALICE service reports for seventeen counties in Rural Region One. CAASA studied the services reports from the following program's counties: Fort Dodge -- Crawford, Carroll, Calhoun and Pocahontas; CAASA—Spencer-- Dickinson, Emmet, Clay, Palo Alto, Cherokee, Buena Vista, Ida, Sac; CSADV—Sioux City -- Monona; and FCC—Sioux Center --Sioux, Lyon, Osceola, and O'Brien. CAASA combined the past trends along with the new regionalization service plan to make the above listed projections.

Currently, CAASA utilizes victim survey/documents to formulate the quality and effectiveness of services provided. On July 1, 2013, CAASA will begin to utilize a new effectual service measurement tool. The new effectual service measurement tool will gauge Region 1's comprehensive sexual abuse service delivery effectiveness and efficiency. As the new regionalization service plan unfolds, client feedback is paramount. CAASA will gather information gained from clients to make alterations or adjustments to the purposed regional comprehensive sexual abuse service plan.

**CAASA Goals, Objectives, Measurement means and Timeline for
Region 1's Comprehensive Sexual Abuse service delivery plan**

Goals	Objectives	Measurements	Time Period
Introduce New Regionalization Plan and Services	<p>Educate and inform the general public, service providers and potential clients</p> <p>Print new brochures, posters, and business cards.</p>	CAASA will record the number of presentations, media contacts and networking meetings that take place.	7-1-2013-6-30-2014
Deliver New Regional Comprehensive Sexual Abuse Services to (estimated 230 Child Sexual Abuse; 201 Adult Sexual Abuse; 144 Adults Molested as a child.)	<p>Expand Mobile Outreach offices</p> <p>Deliver stream-lined Victim services.</p> <p>Develop a pool of Comprehensive Crisis Response Volunteers</p> <p>Develop new and strengthen community and professional partnerships</p> <p>Provide assessment, transportation, legal/court advocacy, medical and systems advocacy, trauma informed/specific counseling and support groups, case management, prevention and outreach.</p>	<p>Number of victims served as compared to previous year(s)</p> <p>Victim Evaluation and feedback</p> <p>CAASA staff feedback and number of new Volunteers</p> <p>Regional Director's feedback/ reactions</p> <p>Feedback from systems, community members, professionals, other service providers</p> <p>Quality of Services provided</p>	7-1-2013-6-30-2014
Effectual Service Measurement Tool	Create and monitor a service measurement tool. Asking the question – are the needs of Sexual Abuse victims being met.	Evaluation of client responses along with statistical data to assist in gauging program.	7-1-2013-6-30-2014

IV: Collaboration/Coordination

In Region One, Centers Against Abuse & Sexual Assault has a well established working relationship with the other service providers: FCC—Sioux Center and CSADV—Sioux City. Region One is a rural service area that allows service providers to become pure allies. Executive Directors of Council on Sexual Assault and Domestic Violence (CSADV) in Sioux City; Family Crisis Centers (FCC) Sioux Center and Centers Against Abuse and Sexual Assault (CAASA) Spencer collaborate to provide comprehensive, regionalized services and shelter to victims of domestic abuse, dating violence, human trafficking, sexual abuse and assault, stalking, children who are victims and children witnessing violence, child physical abuse, and other violent crimes.

CAASA—Spencer and FCC-Sioux Center have been strong working partners for several years. This collaboration continues today. In the future, CAASA-Spencer and FCC-Sioux Center will exchange skills and talents to run the best comprehensive sexual abuse regional services. During year one of the regionalization process, CAASA-Spencer will subcontract with FCC-Sioux Center to provide comprehensive Sexual Abuse Services in 8 counties in the region. These counties include: Sioux, Lyon, O'Brien, Osceola, Crawford, Monona, Carroll, and Calhoun. FCC—Sioux Center's leadership and community support will greatly aid in making this collaboration/subcontract very successful.

The same exchange of subcontracting will exist with the Comprehensive Domestic Assault programming. FCC—Sioux Center will subcontract with CAASA—Spencer to provide comprehensive domestic abuse programming and services in 9 counties. These counties include: Buena Vista, Cherokee, Clay, Dickinson, Emmet, Ida, Palo Alto, Pocahontas, and Sac. This exchange/partnership secures comprehensive services throughout the rural areas of Region One.

CAASA—Spencer and FCC—Sioux Center have a genuine, authentic, working relationship. This relationship consists of frequent conversations, recurring planning sessions and uniform service delivery format. As Region One service providers embark in this new process, CAASA and FCC will provide clients with a number of unconventional gateways to services.

In addition, CAASA—Spencer and FCC—Sioux Center plan to collaborate on volunteer trainings (sharing staff presenters and training locations), staff meeting locations (allowing FCC to hold district staff meeting in CAASA—Spencer’s Cherokee office. Therefore, FCC’s Northern and Southern Districts can split the travel distance), exchange of staffing expertise, and reducing boundaries to service delivery areas (if a particular agency can reach client sooner/faster – they will respond).

CAASA—Spencer and FCC—Sioux Center have a true and honest working relationship of equal exchange and mutual admiration.

Over the past several years, CAASA—Spencer, FCC—Sioux Center and CSADV—Sioux City met on a monthly basis. As the regionalization process unfolds, these monthly meetings will continue or increase. The programs in Spencer, Sioux Center and Sioux City are committed to providing the best comprehensive programming available to victims of Sexual abuse and Domestic abuse.

CSADV—Sioux City will provide Region One with shelter services. CAASA—Spencer and FCC—Sioux Center will provide transportation and support services for clients residing in the shelter, that are from their districts. CAASA—Spencer and FCC—Sioux Center anticipate most homeless victims of sexual abuse/domestic abuse to seek refuge in local shelters, granted hotel vouchers provided by the programs, or volunteer safe homes.

To enhance the scope of collaborative and coordinated practices with other Sexual Abuse comprehensive, shelter bases services, Domestic Abuse comprehensive services please see attached MOU.

Once the Regionalization process is completed, the framework of the Iowa Coalition Against Sexual Assault membership meetings is likely to change. This change may allow all Iowa Sexual Abuse Comprehensive agencies the opportunity to gather as a group of “like-minded-service-providers.” During this time together, sharing program successes and failures, exchanging ideas, and supporting each other will take place. In addition, to the Coalition’s membership meetings, CAASA—Spencer is committed to staying in direct communication with other comprehensive sexual abuse service programs. The best way we can learn from each other is through communication.

CAASA—Spencer will remain an active member in the Iowa Coalition Against Sexual Assault. CAASA gains great knowledge, information and

support from coalition staff members. CAASA will continue to seek IowaCASA support and advice in building Region One's comprehensive sexual abuse programming. CAASA has been a member of the Iowa Coalition Against Sexual Assault for many years. CAASA considers Iowa Coalition Against Sexual Assault to be a great collaborator and ally.

CAASA collaborates with numerous agencies/organizations in the region. CAASA values these partnerships and continually works to reinforce existing relationships and forge new ones within the region.

CAASA staff and administrators work together with County Attorneys and Victim-Witness Coordinators to provide comprehensive services to victims of sexual abuse. A relationship/partnership of mutual cooperation exists where sexual abuse clients receive professional and confidential help, support, and guidance from both agencies; as the agencies refer clients to each other whenever appropriate. Advocates, County Attorneys, and Victim Witness Coordinators also: brainstorm new and innovative ways to network and help clients; collaborate on trainings; and meet monthly to continue joint efforts for the good of victims. In Emmet and Dickinson, the Victim Witness Coordinators helps with awareness efforts. The Sac County Victim Witness Coordinator has also been very supportive of CAASA and meets with the advocate in that area monthly.

As the Regionalization plan unfolds, CAASA will on July 1, 2013 serve victims in Pocahontas County which previously was served by Fort Dodge

CAASA will uphold a memorandum of understanding with Iowa Justice for our neighbors who help with immigration matter – MOU attached.

FCC has a longstanding collaborative relationship with substance abuse agencies in the region. In Northwest Iowa, CAASA regularly works in partnership with Compass Pointe and Jackson Recovery (Substance Abuse Service agencies) to assure those who suffer from sexual abuse and also struggle with substance issues receive comprehensive services and a full range of resources. CAASA, Compass Point and Jackson Recovery: refer clients to each other when appropriate; partner in support group provision; provide cross training on a continual basis to keep staff current; and generally work together for the good of mutual clients.

CAASA collaborates and works together with Law Enforcement in the region. Police and Sheriff's departments understand the importance of connecting victims of sexual abuse with advocates as quickly as possible to maximize safety, security, cooperation, and well-being. It is normal for law

enforcement officers (including Chiefs of Police, officers, deputies, dispatchers, and jailors) to be in contact with CAASA's advocates frequently and for advocates to contact law enforcement.

In order to help victims of sexual abuse CAASA has an ongoing, mutually respectful relationship with the Department of Human Services workers in the region. It is common for CAASA's advocates to work with children who have been sexually abused and need extra support, as referrals from the Department of Human Services.

In order to serve victims of sexual abuse with special needs, CAASA works together with mental health agencies in the region. It is reassuring for CAASA's advocates to know when a victim of sexual abuse with mental health considerations comes in; experienced and compassionate health care professionals are available to help. Open communication exists between Plains Area Mental Health and Season's Center for sexual abuse victims to receive mental health services.

County Clerks of Court throughout the region have a unique link to CAASA. Clients in need of orders of protection work with both agencies. Clerk's office personnel refer clients to CAASA for help filling out and filing for the order. CAASA's advocates rely on Clerk's office personnel for assistance to get the orders put in place to assure safety for victims.

Iowa Legal Aid takes referrals from CAASA to provide legal services to victims in CAASA's 9 counties.

CAASA also has an MOU with Justice for All

Health Care Organizations throughout the region stand ready to provide aid to victims of sexual abuse. CAASA displays "pull-tabs" at these facilities, provides trainings for health care professionals, receives referrals from doctors and nurses, and refers clients to get health care needs met.

Buena Vista University in Storm Lake, Western Iowa Technology College in Cherokee, Iowa Central College in Storm Lake, and Iowa Lakes College in Emmetsburg and Estherville collaborates with CAASA on many levels. CAASA provides educational presentations at the colleges and participates in panel discussions. Social Work, Nursing, Psychology, and other Human Services majors volunteer at FCC. Students receive certification training at CAASA; they then provide crisis intervention, child care and mentoring, help with support groups, provide interpretation and translation, answer the hotline, and much more.

CAASA has 2 used furniture thrift stores to help clients meet needs for furniture, towels, bedding, household items, and supplies— we can help them with everything needed to start a household at no charge.

Churches in CAASA's agency area are particularly supportive of CAASA.

Referrals come in from Pastors and church officials on many occasions.

Other strong CAASA supports are:

- County Boards of Supervisors
- Upper Des Moines Opportunity and Mid Sioux Opportunity
- Public Health Services
- Regional Housing Authority
- Iowa Workforce Development

V.

Accomplishments are that CAASA has been doing mobile advocacy for many years; we have tailored our services to outreach the most victims/survivors with minimal staff. We have been extremely efficient and effective with declining funding. We continue to build community/systems support and feel that victims receive quality survivor focused services. The development of a SART team is quite an accomplishment in this rural area. CAASA will, with the possibility of more mobile advocates begin more SART teams in our service region.

CAASA has developed sexual assault protocols with area hospitals and law enforcement which has been a very positive factor for victims of sexual abuse.

CAASA has also done an extreme amount of child sexual abuse prevention in our area schools. We reach out and present to over 5000 children in our 8 counties every year. We are hopeful with more mobile advocates that we will continue to increase that number.

The biggest accomplishment is the email that was in this narrative from the victim of sexual abuse who with CAASA's assistance has now moved into being a survivor! That is why CAASA is here!

CAASA anticipates challenges that include; development of community support in a newly designated county. CAASA's director and advocates will contact systems and community members in Pocahontas County and begin to build rapport and distribute CAASA's informational resources. Also a challenge could be the supervision of Sexual Abuse services in 17 rural counties. The continued and mirrored supervision model of CAASA-Spencer and FCC-Sioux Center will aid in this challenge. Because of the strong, honest communication between the executive directors of CAASA and FCC, this will aid in consistent survivor focused supervision of Sexual Abuse Services.

The challenges that CAASA has encountered in providing services in prior years are; systems/agencies not understanding the effects of Sexual Abuse/Domestic Abuse on victims/survivors. CAASA has and will continue to reach out to those systems with training opportunities. With minimal staff and a large outreach area it has been a challenge to meet the needs of victims/survivors. CAASA has become very efficient and effective in serving a large amount of survivors with mobile advocates and looks forward to the possibility of being able to increase advocates.

VI.

CAASA has a 27 year history of providing excellent victim services. Iowa Attorney General's Crime Victim Assistance Division will be funding a program with Progressive Leadership, Expert Staff, Outstanding Volunteer Program, Strong Community Support, and Good Financial Stability.

CAASA possesses the strength, wisdom and courage to take Region One into the next phase of victim services. CAASA's purposed Comprehensive Sexual Abuse Regional Service Plan bestows promising futures for survivors/clients/participants.

Partnerships held between CAASA—Spencer, FCC—Sioux Center and CSADV—Sioux City promote *all-encompassing, holistic* services for victims of domestic abuse. In this triangle of service providers, CAASA plays an extremely vital role.

In summary, Centers Against Abuse and Sexual Assault of Spencer will provide comprehensive sexual abuse services in Rural Region One. CAASA will provide direct services to clients in Dickinson, Emmet, Clay, Palo Alto, Buena Vista, Pocahontas, Cherokee, Ida and Sac counties. CAASA will sub-contract with FCC—Sioux Center for the first year

(transition year) of the Regionalization Plan to provide direct sexual abuse services in the counties of Lyon, Osceola, Sioux, O'Brien, Monona, Crawford, Carroll, and Calhoun. CAASA is willing to assume the urban areas of Plymouth and Woodbury counties, if needed. In year two of the Regionalization Plan, CAASA will retain management, leadership and employment of all rural Sexual Abuse Victim Advocates in Region One. CVAD funds for Region One can be equally divide by the population and by service distinction and by the number of service providers $1/3 - 1/3 - 1/3$. Therefore, each service provider in Region One will obtain $1/3$ of the awarded funds, uniformly. Service providers in Region One have agreed that each program will share the funding equally.

CAASA will use awarded funds to secure personnel, benefits and subcontracts that ensure quality sexual abuse services in Region One. The fact that CAASA has strong fiscal management gives credence for future financial accountability and stewardship. CAASA is a good financial investment.

Crime Victims Assistance Division's new Regionalization Plan will allow CAASA to enhance and expand services to victims (adults and children) of sexual abuse. Awarding funds will allow CAASA's staff and volunteers to think and work outside the box/office. CAASA's new service delivery format will bring staff/volunteers in greater proximity with each other. Funds granted will ensure victims of Sexual Abuse in Region One – Comprehensive Services and Care.

VII.

CAASA's purposed transitional plan is harmonious. CAASA is working hard to assure victims of sexual abuse uninterrupted and continual services during this transition period. The previous months of planning allowed CAASA wisdom and reassurance in planning for the future. The majority of the regionalization service delivery will essentially appear unchanged to communities and clients. CAASA is purposing to slide in on July 1, 2013 and pick up where the Fort Dodge program ends in Pocahontas County June 30, 2013.

CAASA is working to secure a solid transitional plan. Networking groups, community leadership, systems personnel, other services providers, the media and the general public were notified of the pending changes. In the coming months, CAASA will enhance and expand outreach contacts with other potential sexual abuse service providers. Widespread information and

knowledge is essential in allowing the regional plan to unfold precisely. In addition, CAASA will print new brochures and posters depicting the service changes.

In year one of the transitional plan, CAASA will work closely with FCC—Sioux Center and CSADV—Sioux City to evaluate Region One's successes and failures. Region One's services providers will meet on a monthly basis to assess client and program feedback and to make necessary changes. CAASA is dedicated to achieving successful outcomes for sexual abuse victims in Region One.

During the first transitional year, CAASA—Spencer and FCC—Sioux Center will work closely together to realign sexual abuse and domestic abuse staffing positions. CAASA—Spencer and FCC—Sioux Center plan to shift all sexual abuse victim service employees under CAASA's employment umbrella and transfer all domestic abuse victim service employees under FCC's employment umbrella. The completion of this plan will be June 30, 2014.

Centers Against Abuse and Sexual Assault will be changing from a dual service (domestic violence and sexual assault) and shelter agency to a comprehensive sexual abuse service agency. Staffing needs, roles and duties will change. On July 1, 2013, CAASA will reclassify and restructure its current staffing patterns. No longer will CAASA have a need or resources for a Shelter Coordinator/24/7 Shelter/crisis line advocates. With the new victim services restructure, CAASA will need to hire more mobile advocates. We also will develop a Sexual Abuse Volunteer Coordinator and Sexual Abuse Services Coordinator positions with the increased need for volunteers and sexual abuse services.

CAASA is excited about specializing in the field of sexual abuse services. CAASA's administration and staff will now have more time and energy to concentrate their efforts in developing superior sexual abuse services for victims in Region One.

On July 1, 2013 CAASA will assume sexual abuse service responsibilities for the counties of Buena Vista, Cherokee, Clay, Dickinson, Emmet, Ida, Palo Alto, Pocahontas (redistricted out of Fort Dodges' program service area), and Sac counties. CAASA began to establish service contacts in Pocahontas County. CAASA is laying the groundwork that will allow the agency to immediately begin effective service delivery on July 1, 2013.

CAASA began preparing the comprehensive sexual abuse services transformation. Community foundation grants have been written for a new phone system that will connect all of our outreach offices. This system will be very beneficial to victims and to CAASA. If a victim calls the crisis line that is located in Spencer and needed to talk to the advocate in Spirit Lake this system would allow us to directly transfer that victim to Spirit Lake. We would not have to hang up on that victim. It also would allow us to transfer the crisis line through laptop computers which will be instrumental in being "mobile". We could speak with all outreach offices with no long distance charges which would benefit CAASA's budget.

Mobile Advocacy – sexual abuse victim advocates will be "mobile." Sexual Abuse Victim Advocates will provide services on the go. Victim advocates will partake in community events and programs. 'Mobile Advocacy' – is something that CAASA has been doing for the last 7 years. CAASA is in the process of looking for Grants to purchase updated technology which will be vital in best serving victims. Mobile advocates will need updated/secure lap-top computers, printers, mounting units (for vehicles) and office supplies.

CAASA will subcontract with FCC—Sioux Center for domestic abuse services. CAASA will retain staff members in its 9 county agency to conduct domestic abuse and prevention services for one year. CAASA—Spencer and FCC—Sioux Center have agreed to work very closely in developing and securing this service exchange. CAASA's domestic abuse staff members are energized by future service advancements. Sexual abuse victim advocates will isolate their skills and time to serving alike victims. No longer will CAASA's sexual abuse or domestic abuse victim advocates provide dual services. Each advocate will hold true to their service distinction. Service distinctions will allow staff to gain specialized and expanded training in their particular fields.

CAASA will assume the crisis line responsibilities for the Region One Rural Sexual Abuse 17 county service area.

CAASA does not anticipate any victim service disruptions during the transformation process. CAASA remains committed to the regionalization processes and plans.

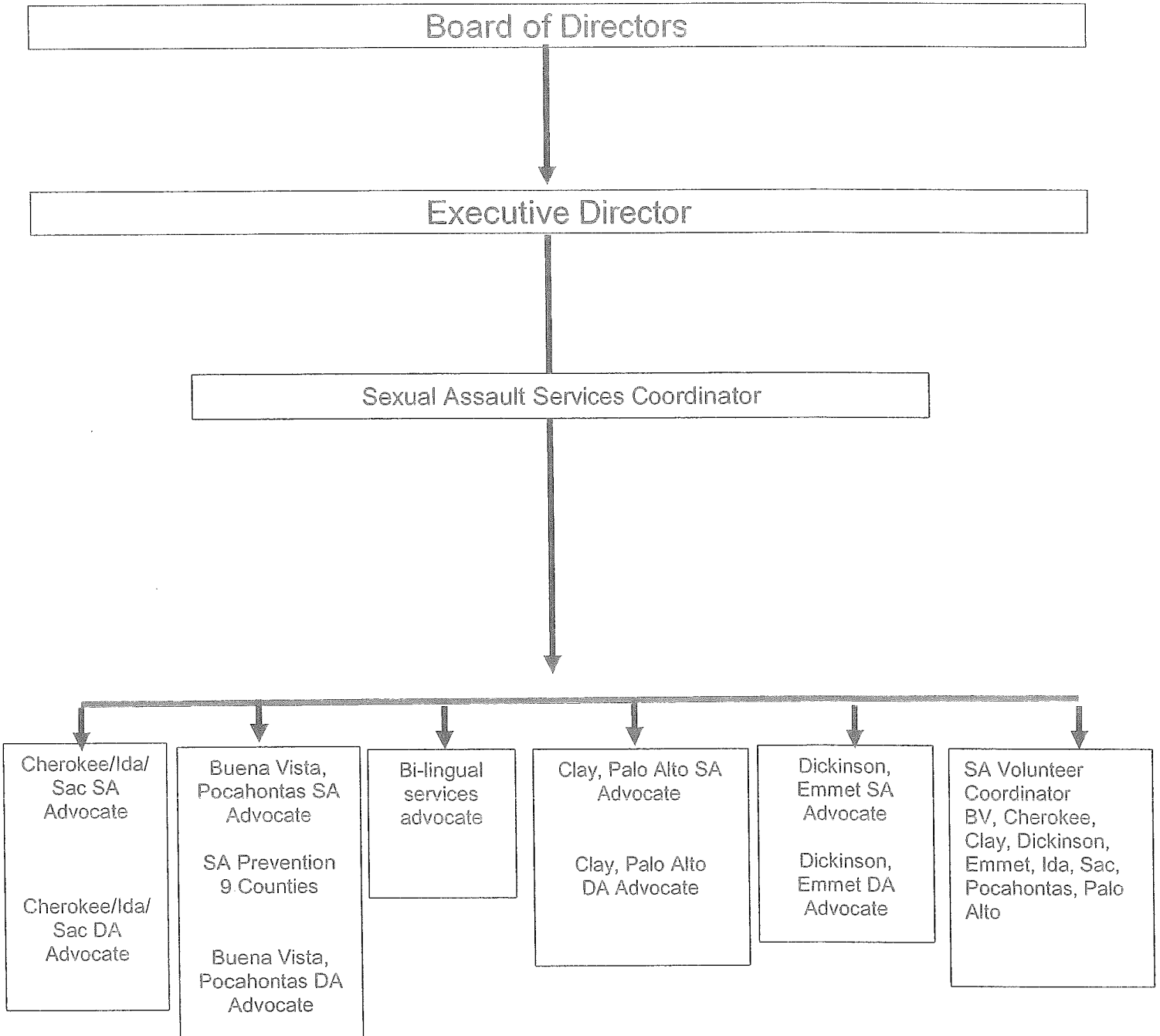
CAASA transitional plan contains additional mileage reimbursements for fiscal year 2013-2014, increased networking meetings with new services providers, developing new agency brochures explaining CAASA's new

regional plan and service area, conducting staff development for the current and new staff members and community outreach sessions.

CAASA will provide community education addressing the new service plans within its agency. CAASA will develop press release packets, conduct special interest stories, and hold community meetings to explain the Iowa Attorney General's, Crime Victim Assistance Division's new regionalization plan and how CAASA will respond to victims.

CAASA will distribute new posters and brochures to all potential victim services providers, agencies, and outlets.

Centers Against Abuse and Sexual Assault (CAASA) Organizational Flow Chart



P.O. Box 437



Arnolds Park, IA 51331

January 23, 2013

RE: Letter of Support

To Whom It May Concern:

CAASA is vital to Law Enforcement. Law Enforcement depends upon the advocates to assist with the victims of domestic violence. Advocates do an outstanding job of assisting victims with safety plans and filling out the required information for assistance and counseling services.

Our goal of being able to provide services for battered women, giving them the security of being safe, and providing them with services on a more local level would be virtually impossible without local advocates. After these battered women go back home or to another location, we want them to be assured that the services will continue with local advocates, and other services if needed.

Local CAASA advocates work with Law Enforcement in great detail to provide assistance to abused women and victims of sexual assault. It is a team effort between CAASA and Law Enforcement to make sure that victims are provided with assistance and safety in a timely manner.

Sincerely,

Alan Krueger
Chief of Police
Arnolds Park Police Dept.

Upper Des Moines Opportunity, Inc.
UDMO

407 East 3rd St. • Spencer, IA 51301 • www.udmo.com • EOE

Phone: (712) 262-7409 • Fax: (712) 262-4223

RE: Centers Against Abuse & Sexual Assault

DATE: January 15, 2013

Upper Des Moines is a private non-profit agency which provides basic services to area families in need. While assisting families in crisis one on one with rent/utility payments or food and trying to guide them to financial stability, we often find there are components of their problems that we are not equipped to handle. Part of our training is to have the knowledge of available local programs in order to quickly refer those on to the appropriate assistance the family needs.

In Clay County we are so fortunate to have CAASA available to refer those who come to us in fear or uncertainty and isolation. Many have never taken care of themselves or are so overwhelmed they are paralyzed and unable to move forward without the professional guidance that CAASA personal provides. CAASA has locally provided a safe haven for families or those in hiding for years. We are privileged to have a partnership with such caring, trained staff that provides results immediately for people in our area. It is vital to our community to retain this service for the safety of women and families and for the continuity of sharing we have between our agencies to resolve the complicated issues of citizens. Without the expertise and shelter provided by CAASA locally, there will be hopelessness on the part of victims who will give up and not seek help far from home.

The invaluable service provided has protected people and provides an avenue of solutions that protect life. It is the responsibility of society to protect those who cannot protect themselves. We are so fortunate to have CAASA available to our agency to refer people who are lost within the cycle of abuse. We are proud to partner with them for basic needs for families we share. Their service is an intricate part of recovery for those who cannot speak for themselves. Enough cannot be said to explain their importance. How does one put a value on life?

Sincerely,



Anita Jorgensen

Clay County Director, Upper Des Moines Opportunity, Inc.

DICKINSON COUNTY ATTORNEY

1802 Hill Avenue, Suite 2509
Spirit Lake, Iowa 51360

Telephone: 712-336-4003
Fax: 712-336-0433

County Attorney
Jon M. Martin

Assistants
Peter C. Hart
Lonnie B. Saunders
Travis Johnson

January 10, 2013

CVAD Funding Review Committee
Lucas Building, Ground Floor
321 E. 12th St.
Des Moines, Iowa 50139

To the CVAD/Funding Review Committee:

We support full funding of the request submitted by the Centers Against Abuse and Sexual Assault (CAASA) to your organization. Under the leadership of Julie Schulenberg, CAASA provides much needed support to victims of domestic abuse and sexual assault in multiple counties.

We often work with CAASA in cases involving victims of violent crime, utilizing CAASA's expertise in counseling, advocacy, civil legal expertise and court accompaniment. We also use CAASA's staff, when appropriate, as expert witnesses to give the court a working knowledge of the dynamics of domestic abuse/sexual assault. Their testimony helps us convict abusers. We meet with the CAASA staff monthly along with law enforcement to improve all of our practices in handling domestic abuse cases.

Please fund them at the levels they've asked for in their funding proposal. CAASA provides essential services to victims in our community. They offer support that would not be available otherwise to victims in our region.

Sincerely,



Cathy Hanson, Victim Witness Coordinator; and Peter C. Hart, VAWA prosecutor

Sac County Victim Services Program
Sandy Aschinger, Coordinator

Sac County Attorney's Office
100 N. W. State Street, Sac City, IA 50583
(712) 662-4791) - FAX: (712) 662-4123

January 16, 2013

CVAD Grant Review Committee
Crime Victim Assistance Division
Lucas Building, Ground Floor
321 E 12th Street
Des Moines IA 50319

Dear Grant Review Committee Members,

This letter is written in support of the funding request from the Centers Against Abuse and Sexual Assault (CAASA). Our office supports and enjoys a working relationship with advocate Jenny Ahlers, who provides essential support and guidance for our victims. Occasionally, other advocates assist and we are equally pleased with their professionalism and knowledge.

CAASA has provided assistance for our victims in ways that compliment the services our office provides. This collaboration has been immensely helpful for our victims as we help them navigate the criminal justice system and CAASA helps with shelter, medical advocacy, counseling, and other support. It is very satisfying to know that when our office recommends a victim to CAASA for assistance that they will be getting the best.

Once again, please grant funding for the Centers Against Abuse and Sexual Assault (CAASA) as their presence in our community and for our victims is necessary and very important.

Sincerely,



Sandy Aschinger
Sac County Victim Witness Coordinator

IDA COUNTY ATTORNEY

401 Moorehead Street
Ida Grove, Iowa 51445

Phone: (712) 364-3517

Fax: (712) 364-3488

e-mail: idacoaty@longlines.com

KRISTAL L. PHILLIPS, Assistant County Attorney

January 14, 2013

To Whom it May Concern:

Please accept this letter in support of any funding that may be awarded to the Centers Against Sexual Assault and Domestic Violence. I am the Assistant County Attorney for Cherokee and Ida counties and also have a small private practice in Cherokee where I practice primarily in family law.

In all three of my positions, I have found the services provided by our local CAASA office invaluable. I have referred numerous victims to CAASA whether they are victims in a criminal case, juvenile case or a divorce case I am handling privately. I appreciate the professionalism and compassion our local CAASA consistently exhibits.

I have also greatly appreciated the resources CAASA has provided to educate the community in an attempt to prevent violence. As a member of the local Ida County and Cherokee County Planning Councils, I receive the monthly updates as to CAASA's efforts in presenting age appropriate materials to our local schools and other youth programs. CAASA does a great job of listening to the concerns presented at our local meetings and tailoring their programs accordingly.

Any funds which can be provided to the Centers Against Sexual Assault and Domestic Violence will be of great benefit to our community and I would highly encourage you to fund CAASA as much as possible.

Very truly yours,



Kristal L. Phillips



January 17, 2013

Jenny Ahlers
CAASA Advocate in Buena Vista County

To Whom It May Concern:

I am writing a letter of support for our CAASA's services here in Buena Vista County. We are a hospital located in NW Iowa that has a long history of working in partnership with CAASA to serve victims of sexual assault and abuse. This past year, CAASA recommended that we have staff educated in the Sexual Assault Nurse Examiner (SANE) program. We agreed, and identified key personnel who will be receive this training through a scholarship opportunity.

We work closely with our CAASA colleagues and recognize and appreciate their expertise in providing services to our victims and their families. We really can't say enough about the about the work they do and the difference they make in people's lives.

As a representative of BVRMC Administration, I wholly support this opportunity to have additional grant funding to provide resources to serve our victims of assault and abuse. Thank you in advance for this grant opportunity and thank you for the great service you provide throughout Iowa.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Bach".

Dawn Bach
Chief Clinical Officer

Formal Memorandum of Understand Between:

**Centers Against Abuse & Sexual Assault – Spencer,
Family Crisis Centers – Sioux Center, and
Council on Sexual Assault and Domestic Violence – Sioux City**

Centers Against Abuse & Sexual Assault—Spencer (CAASA—Spencer), Family Crisis Centers—Sioux Center (FCC—Sioux Center), and Council on Sexual Assault and Domestic Violence—Sioux City (CSADV—Sioux City) collectively enter into this collaborative agreement. The listed partners herein desire to enter into a Memorandum of Understanding (MOU) setting forth the services and conditions to be provided.

Description of Collaborative Relationships:

CAASA—Spencer, FCC—Sioux Center, and CSADV—Sioux City have enjoyed an informal collaborative relationship for several years. In recognition of the Regionalized Victims Service being purposed by the Iowa Attorney General's Office's Crime Victims Assistance Division CAASA—Spencer, FCC—Sioux Center, and CSADV—Sioux City desire to collaborate on specific services, resources, and skills.

Agreement:

CAASA—Spencer, FCC—Sioux Center, CSADV—Sioux City will:

1. Work together to ensure a smooth transition of services and service areas.
2. Work collaboratively to secure service restructuring during the transition year and beyond
3. Consolidate volunteer training opportunities
4. Refer clients to appropriate program for services to expand resources, increase safety and strengthen self-sufficiency.
5. CAASA—Spencer, FCC—Sioux Center and CSADV—Sioux City will hold quarterly domestic abuse victim advocate and sexual assault victim advocate meetings
6. Programs will partner to write collaborative federal and private foundation grants
7. Mutual exchange of county office space and supplies
8. Exchange community service delivery styles – what works best for the communities
9. Maintain an open line of communication throughout the regionalization process
10. CAASA—Spencer, FCC—Sioux Center, and CSADV—Sioux City's program directors and/or supervisors will meet monthly to review service delivery styles and progress in the region
11. Work to enhance communications between regional victim advocates

By signing this MOU, each entity makes the commitment to work together to achieve safety and self-sufficiency for clients we serve.

Julie Schulenberg
Julie Schulenberg, Executive Director, CAASA

2/7/13
Date

Shari Kastein
Shari Kastein, Executive Director, FCC

2/6/13
Date

Margaret Sanders
Margaret Sanders, Executive Director, CSADV

2-11-13
Date

Formal Memorandum of Understand Between:

Centers Against Abuse & Sexual Assault – Spencer

And

Family Crisis Centers – Sioux Center

Centers Against Abuse & Sexual Assault—Spencer (CAASA—Spencer) and Family Crisis Centers—Sioux Center (FCC—Sioux Center) collectively enter into this collaborative agreement. The listed partners herein desire to enter into a Memorandum of Understanding (MOU) setting forth the services and conditions to be provided.

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Agreement:


CAASA—Spencer and FCC—Sioux Center will:

1. Work together to ensure a smooth transition of services and service areas.
2. Work collaboratively to secure service restructuring during the transition year
3. Consolidate volunteer training opportunities
4. Refer clients to appropriate program for services
5. CAASA and FCC will make “cross program” referrals. (Example: FCC—Sioux Center may refer a client to CAASA, knowing this program has services and/or staff members that could more adequately serve the client.)
6. CAASA and FCC will hold quarterly service distinct victim advocates meetings
7. Programs will partner to write collaborative federal and private foundation grants
8. Mutual exchange of county office space and supplies
9. Exchange community resource information and ideas
10. Exchange community service delivery styles – what works best for the communities
11. Maintain an open line of communication throughout the regionalization process
12. CAASA—Spencer and FCC—Sioux Center’s directors and/or supervisors will meet monthly to review service delivery styles and progress in the region
13. Provide support, expertise, skill, and knowledge for each other as we strive to help clients reach self-sufficiency
14. Refer clients to each other in order to expand resources, increase safety, and strengthen self-sufficiency of clients.
15. Work to enhance communications between regional victim advocates
16. FCC will open it transitional housing program to person within Region One

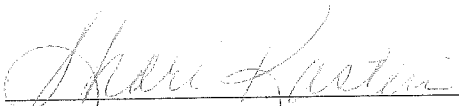
By signing this MOU, each entity makes the commitment to work together to achieve safety and self-sufficiency for clients we serve.



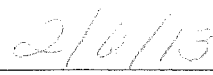
Julie Schulenberg, Executive Director, CAASA



Date



Shari Kastein, Executive Director, FCC



Date

IOWA LAKES COMMUNITY COLLEGE
NURSING PROGRAM
CONTRACT

This contract entered into this 1 day of July 2012 by and between Iowa Lakes Community College, Merged Area III, State of Iowa, with administrative offices located at 19 South 7th Street, Estherville, Iowa, hereinafter know as the COLLEGE, and Centers Against Abuse and Sexual Assault (CAASA) , State of IA hereinafter known as the COOPERATING AGENCY.

I. PURPOSE OF CONTRACT

This is a mutual contract between the COLLEGE, offering a nursing program, and the COOPERATING AGENCY, providing clinical areas for selected student learning. The basic purpose of this contract is to establish cooperative relationships and to outline the responsibilities of the two cooperating parties as they contribute to the learning of the students.

II. PREAMBLE

Students registered in the Nursing program at Iowa Lakes Community College may utilize the COOPERATING AGENCY for a clinical experience. The dates of the experience are to be planned and mutually agreed upon by the nursing faculty of the COLLEGE and the COOPERATING AGENCY.

Iowa Lakes Community College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public.

III. UNDER THIS CONTRACT

A. THE COLLEGE AGREES

1. To provide classroom instruction and orientation to the experience and to assume responsibility for the clinical instruction and supervision of students.
2. To provide the COOPERATING AGENCY objectives for the experience.
3. To arrange clinical instruction schedules after consultation with COOPERATING AGENCY.

4. To submit the clinical instruction schedules to the COOPERATING AGENCY four (4) weeks prior to its effective date including the following information:
 - a. The clinical areas that will be used.
 - b. The date and hours when students will be in the areas.
 - c. The names of students to be in each area.
 - d. The identity of the faculty member to contact regarding the student experience and the name of faculty member who is providing the oversight of the students and how to contact them regarding the student experience.
 - e. Necessary changes to the submitted schedule may be made by mutual agreement of the COLLEGE and the COOPERATING AGENCY as soon as possible prior to the time the altered schedule is to become effective.
5. To provide for continuous planning with the COOPERATING AGENCY, indicating the learning experiences desired for students.
6. To adhere to the policies and requirements of the COOPERATING AGENCY as it pertains to nursing care.
7. That the COOPERATING AGENCY may request the COLLEGE to withdraw from the clinical area any student whose work, conduct, or health may have a detrimental effect on its patients or personnel; and/or reserve the right not to accept any student who has previously been discharged by the COOPERATING AGENCY for reasons that would make acceptance of the student inadvisable.
8. To have the necessary liability insurance coverage for students participating in a clinical experience.
9. To maintain documentation that faculty and students will have appropriate immunization requirements.
10. To maintain documentation that faculty and students have received program specific education in universal precautions, blood borne pathogens, HIPPA regulations, and mandatory reporting of child and dependent adult abuse.
11. To comply with the COOPERATING AGENCY'S standards/policy for occupational exposure to blood borne pathogens.
12. To provide upon request a copy of the current nursing license of any faculty member assigned to the COOPERATING AGENCY.

13. To be financially responsible for any medical attention, evaluation, or treatment due to any injury that occurs to/with a student during the clinical experience.
14. To conduct a Criminal background and a Child and Dependent Adult Abuse registry check and assign only those students who are qualified pursuant to the requirements established by the COLLEGE, pertinent regulatory agencies and the COOPERATING AGENCY. If this check reveals a criminal conviction and/or a founded abuse report, it will be evaluated by the Iowa Department of Human Services who will perform an evaluation to determine whether the record warrants prohibition of the student's involvement in a clinical education experience.

B. THE COOPERATIVE AGENCY AGREES

1. That the COOPERATING AGENCY will make a suitable space available within their facility for student conferences.
2. To make clinical areas available for student learning.
3. That the schedule for instruction of students in the clinical areas shall be determined by the COLLEGE'S faculty in consultation with the COOPERATING AGENCY.
4. That the coordinator of the COOPERATING AGENCY in collaboration with the COLLEGE will be responsible for the selection of desired learning experiences.
5. To accept the enrolled students without discrimination as to race, color, creed, or sex.
6. To promote an atmosphere that is conducive to learning.
7. To observe the following student personnel policies:
 - a. That students will wear the adopted COLLEGE uniform and comply with grooming and health policies set for both the COLLEGE and COOPERATING AGENCY.
 - b. Students will follow the COOPERATING AGENCY policy regarding meals.
 - c. Nursing service of the COOPERATING AGENCY will be notified of student absences prior to scheduled clinical experience, as possible. Students will follow procedures outlined in the Nursing Program Student Handbook if an absence occurs.
 - d. In the event of illness, the COOPERATING AGENCY will provide the same emergency medical care as that extended to its employees. Charges rendered, other than those covered by worker's compensation, will be billed directly to the students or faculty.

8. Nursing staffing and patient assignments will be based on the COOPERATING AGENCY responsibility for nursing care and related duties. The COOPERATING AGENCY will retain responsibility for the nursing care within the client services area.

C. THE COLLEGE AND THE COOPERATING AGENCY AGREE

1. To review this agreement annually.
2. That the renewal date shall be approximately July 1 of each year.
3. That if either party wishes to withdraw from this agreement, the party shall give notice at least four (4) months prior to the time when the next class would ordinarily be admitted to the COLLEGE'S Core Curriculum.

SIGNED Benedetta Wie RN, MSN
Representing COLLEGE

Date 6/25/12

SIGNED Julie Schulenberg
Representing AGENCY

Date 6/27/12

MEMORANDUM OF UNDERSTANDING BETWEEN
DICKINSON COUNTY ATTORNEY'S OFFICE
and
EMMET COUNTY ATTORNEY'S OFFICE
and
CENTERS AGAINST ABUSE AND SEXUAL ASSAULT
for DOMESTIC VIOLENCE PROSECUTOR

Recitals

WHEREAS the parties have jointly agreed to apply for funding for a Domestic Violence Prosecutor;

WHEREAS it is necessary that the parties enter into a tentative agreement regarding administration of this position.

IT IS AGREED that the following shall serve as a Memorandum of Understanding, which may be changed from time to time, but which generally outlines the terms and conditions and understanding of the parties with regard to administration of the domestic violence funding and Domestic Violence Prosecutor's position.

Participants

CAASA (Julie Schulenberg Director). CAASA is also known as the Centers Against Abuse and Sexual Assault. This organization provides victim services to Clay, Dickinson, Emmet, Palo Alto, Cherokee, Buena Vista, Sac and Ida counties. For purposes of this agreement, Dickinson County and Emmet County agree to cooperatively join in an application for funding for the Domestic Violence Prosecutor. There are coordinators for the Dickinson County Domestic Violence Program and the Emmet County Domestic Program. The Director can be reached at telephone number 712-262-4612. The email address: director@caasaonline.org.

Emmet County (Douglas Hansen, County Attorney). Emmet County participates in this agreement through the Emmet County Attorney's Office, Douglas Hansen, County Attorney. The current office location is 609 1st Avenue North, Estherville, Iowa 51334, and the telephone number is 712-362-2229. The e-mail address is : dhansen@emmetcountya.com.

Dickinson County (Jon M. Martin, County Attorney). Dickinson County participates in this agreement through the Dickinson County Attorney's Office, Jon M. Martin, County Attorney. The office location is 1802 Hill Avenue, Ste. 2509, Spirit Lake, Iowa 51360 and the telephone number is 712-336-4003. The e-mail address is: jmartin@co.dickinson.ia.us.

Understanding of the Parties

1. Office and Duties. Dickinson County and Emmet County agree to submit a funding application for the Domestic Violence Prosecutor for the purpose of prosecuting domestic violence and related crimes that arise out of domestic violence situations, such as stalking and sexual abuse, contempts of protection and no contact orders, and other related legal matters arising out of domestic relationships. A full job description shall be included as part of the grant application.
2. Term. The term of this agreement shall run from July 1, 2013, through June 30, 2016.
3. Employment Duties. The duties of the Domestic Violence Prosecutor will include prosecution of domestic violence and related crimes that arise out of domestic violence situations, such as stalking and sexual abuse crimes, contempts of protection and no contact order violations, and other related legal matters

arising out of domestic relationships. The Domestic Violence Prosecutor shall also assist in other related matters as called upon by the county attorney of each respective county. CAASA will assist in preparing written policies and procedures to guide the Domestic Violence Prosecutor. The Domestic Violence Prosecutor shall attend all coalition meetings, maintain a statistical basis upon which to submit to future funding applications, shall assist in preparation of the funding application, shall assist in assuming compliance with judgments and sentences in which the Batterers Education Program is ordered and assuring compliance therewith, and shall assist in identifying repeat offenders.

4. Host County. Dickinson County shall be considered the “host county”. Dickinson County shall also provide office space for a permanent office, including secretarial staff, copying and printing. At such times as the Domestic Violence Prosecutor is called upon to render services in Emmet County, the Domestic Violence Prosecutor shall receive similar services through the office of the Emmet County Attorney.
5. Match Money. For the funding year 2013-2014, the twenty-five percent (25%) match necessary as part of the grant application shall be divided as follows: an estimated sixty percent (60%) of the match shall be provided by Dickinson County, and an estimated forty percent (40%) of the match shall be provided by Emmet County.
6. Hours and Days of Service. The Domestic Violence Prosecutor is expected to work not less than forty (40) hours per week, and is expected to keep a regular schedule and be present at all required court appearances, meetings, and

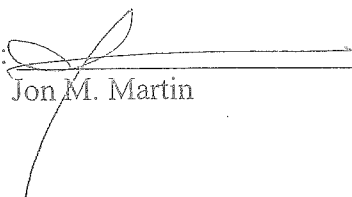
scheduled appointments, unless other arrangements are made in advance. The Domestic Violence Prosecutor shall be eligible for all scheduled holidays, as consistent with those observed by the Dickinson County Attorney's Office.

7. Private Practice. The Domestic Violence Prosecutor shall not be permitted to engage in the private practice of law.
8. Continuing Education. The Domestic Violence Prosecutor shall be entitled to complete continuing legal educational requirements as required by the Iowa Court Rules.
9. Authority. The County Attorney of each respective county shall have full and complete authority or management of any case or caseload of the Domestic Violence Prosecutor, and for which such action shall be non-appealable.
10. Advisory Board. The director of CAASA, the Emmet County Attorney, and the Dickinson County Attorney shall serve as an advisory board for the activities of the Domestic Violence Prosecutor.
11. Termination. The Domestic Violence Prosecutor may be terminated with or without cause during the term of this agreement. The Domestic Violence Prosecutor's term shall end automatically unless renewed on June 30, 2016. Termination which shall occur for any reason other than expiration of the funding shall be in writing and shall grant the Domestic Violence Prosecutor not less than two (2) weeks severance pay. No accrued benefits shall be paid out.
12. Amendment, Alteration or Modification of this Agreement. The parties agree that this Memorandum of Understanding is intended to be a guide to the administration of the Domestic Violence Prosecutor's position. It may be

amended, supplemented, or otherwise modified by agreement of the parties at any time; however, said amendment shall be set forth in writing.

Dickinson County Attorney's Office

Dated: 01/10, 2013

By: 
Jon M. Martin

Emmet County Attorney's Office

Dated: _____, 2013

By: _____
Douglas Hansen

Centers Against Abuse and Sexual Assault

Dated: 1/24, 2013

By: 
Julie Schulenberg

COMPREHENSIVE SHELTER
MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNCIL ON SEXUAL ASSAULT AND DOMESTIC VIOLENCE (CSADV)
FAMILY CRISIS CENTERS OF NORTHWEST IOWA (FCC)
CENTERS AGAINST ABUSE AND SEXUAL ASSAULT (CAASA)

This MEMORANDUM OF UNDERSTANDING is entered into by the Council on Sexual Assault and Domestic Violence, hereinafter known as CSADV, and Family Crisis Centers of Northwest Iowa, hereinafter known as FCC and Centers against Abuse and Sexual Assault, hereinafter known as CAASA to set forth the collaboration, commitment, roles and responsibilities as it relates primarily to Region 1 comprehensive shelter program. It is the express intent of the parties that nothing in this Memorandum will be construed as creating the relation of employer and employee, partners or joint venturer between CSADV, FCC, and CAASA. CSADV, FCC, or CAASA will not represent that it is, or that any of its employees are, an employee, partner or joint venturer of the other parties. Neither party shall have the power to commit, contract, or otherwise obligate the other party to any third party.

Shared Philosophy and Service Delivery:

CSADV, FCC, and CAASA all have a long history of providing vital services to survivors of intimate partner violence. All agencies also share philosophies related to batterer accountability, empowerment and self-determination for adult survivors, the necessity of providing relevant outreach and services to underserved populations, and the value of survivors receiving services in their home community. All programs also value collaboration between sister agencies at the local, regional, and state levels.

CSADV, FCC, and CAASA provide similar services to survivors including:

- 24-Hour Crisis and Hotline
- Safe Shelter
- Counseling and Support Group Services
- Legal Advocacy
- Medical Advocacy
- Teen and Youth Services
- Outreach to Underserved Communities
- Housing/Transitional Housing Support Services

Service Areas:

Each program, in coordination with the Iowa Coalition Against Domestic Violence, has a designated service area related to the comprehensive services that each agency provides. FCC will provide comprehensive domestic violence services to all rural counties in Region 1 except Woodbury and Plymouth Counties. CAASA will provide comprehensive sexual assault services to all the rural counties in Region 1 except Woodbury and Plymouth Counties. CSADV, in collaboration with FCC and CAASA, will provide comprehensive shelter services to all counties of Region 1 and domestic violence comprehensive services and sexual assault comprehensive services in Plymouth and Woodbury Counties. With appropriate notice, CSADV is also willing to accept roll over of the crisis line from FCC and CAASA regularly or in times of need should they elect to do so, after regular business hours as needed as long as necessary community information and resources are provided.

Collaboration:

This collaboration has always existed, however this agreement was formalized in response to state directed regionalization of services as well as the need to better coordinate domestic violence and sexual assault services across the State of Iowa

CSADV, FCC, and CAASA acknowledge that supporting a survivor's connection to local networks, programs, and advocates, bridging any gaps and removing any barriers can be essential to increasing survivors' safety, stability, and security as well as the survivor's efforts toward self sufficiency.

CSADV, FCC, and CAASA have a long history of coordinating services between programs and believe we have an opportunity to establish a model for service coordination that could influence other member programs. The strengths of each of the programs afford CSADV, FCC, and CAASA the opportunity to examine and commit to a collaboration that better serves the needs of domestic violence and sexual assault survivors within Region 1.

Commitment to Partnership:

CSADV, FCC, and CAASA Supervisors agree to:

- Develop policies and procedures related to cross referrals and provision of services for survivors originating from one another's service area;
- Examine and employ best practice strategies for the provision of services to the most marginalized survivors;
- Model effective local and regional collaboration for other domestic violence and sexual assault programs around the State of Iowa;
- Meet regularly to assess effectiveness of collaboration; and
- Establish a regional advisory committee representative of all of region 1.

Roles and Responsibilities:

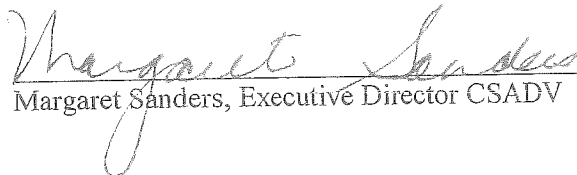
When receiving requests for support from survivors' originating outside of the program's service area, each program agrees to:

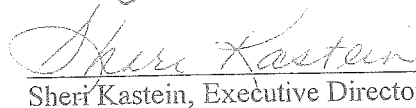
- Refer all non-service area client requests for support back to survivor's comprehensive program;
- Provide survivors with referral information to their comprehensive program, as well as offer to contact the program on behalf of the survivor, with the survivor's consent;
- Support each other in assessing survivor's needs and barriers;
- Make a good faith effort to secure the services available within Region 1 for housing, transportation, or other unmet needs for survivors originating from their own program service area; and,
- Collaborate in service delivery, if warranted, by an individual's needs and barriers. Collaborative service delivery can include, but is not limited to:
 - Providing shelter
 - Providing transportation between sister programs for the purpose of providing shelter, court appointments, housing searches, attendance at DHS or other necessary meetings
 - Providing meeting space for counseling or advocacy appointments for advocates from the sister program


Indemnification and Hold Harmless Understanding:

CSAD, FCC and CAASA agree that each party to this agreement shall defend, indemnify and hold the other parties harmless against any claims, liabilities, causes of actions, losses, damages, judgments, costs and fees (including attorneys' fees and disbursements) that the other parties may hereafter incur, suffer, or be required to pay, defend, settle, or satisfy as a result of that parties' negligence or intentional conduct.

Signed:


Margaret Sanders, Executive Director CSADV 2-12-13
DATE


Sheri Kastein, Executive Director, FCC 2-15-13
DATE


Julie Schulenburg, Executive Director, CAASA 2-18-13
DATE

Memorandum of Understanding

WHEREAS, Iowa Justice for Our Neighbors (hereinafter "Iowa JFON") and Centers Against Abuse & Sexual Assault (hereinafter "CAASA") have come together to collaborate and to make an application for STOP Violence Against Women Act (VAWA) grant; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which Iowa JFON will be the lead agency and named applicant and the other agency will be a partner in the application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Iowa Attorney General's Crime Victim Assistance Division Victim Services Support Program on or before February 28, 2013;

I) Description of Partner Agencies

Iowa JFON is a non-profit organization and ministry of the United Methodist church that provides free immigration legal services to low income immigrants.

CAASA provides crisis services to victims of domestic and sexual violence in Buena Vista, Cherokee, Clay, Dickinson, Emmett, Ida, Palo Alto, Pocahontas and Sac counties in Northwest Iowa. The mission of CAASA is to eliminate personal, institutional and societal violence against individuals by empowering victim/survivors and providing supportive programs and services.

II) History of Relationship

Iowa JFON and CAASA have worked in informal collaboration since approximately 2011. CAASA has informally referred victims of domestic violence and sexual assault to Iowa JFON for immigration legal services. Iowa JFON has informally referred victims of domestic violence and sexual assault to CAASA for crisis intervention, legal and personal advocacy services, counseling and referral services.

The critical and long-range goals of the collaboration are as follows:

- Increase victim access to immigration legal services by streamlining the referral process;
- Increase victim access to crisis intervention, advocacy and counseling services by streamlining the referral process;
- Increase efficiency of immigration case processing to benefit victim/survivors by formalizing lines of cooperation between Iowa JFON and CAASA.

III) Development of Application

This application began as a result of an increased need for immigration legal services for domestic violence and sexual assault victims in the state of Iowa. The application is also a result

of increased need for collaboration between immigration legal services providers and domestic abuse/sexual assault programs.

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- 1) Iowa JFON will provide immigration legal services to immigrant survivor/victims of sexual violence, domestic violence, dating violence, and stalking who have been referred by CAASA. These services will include the following, where feasible as determined by the Iowa JFON attorneys:
 - a. Initial case consultation;
 - b. Legal assistance in the preparation and presentation of affirmative applications with US Citizenship and Immigration Services (USCIS);
 - c. Representation during interviews before the USCIS;
 - d. Representation before the immigration court/Executive Office for Immigration Review (EOIR);
 - e. Representation before the Board of Immigration Appeals (BIA).

- 2) CAASA will provide the following assistance and services to survivor/victims of sexual violence, domestic violence, dating violence and stalking, including:
 - a. Crisis intervention;
 - b. Legal (non-immigration) and personal advocacy services;
 - c. Group Counseling/Support Group;
 - d. Individual Counseling;
 - e. Referral Services.

- 3) Iowa JFON and CAASA will collaborate in the following manner:
 - a. Iowa JFON and CAASA will meet in person or by phone quarterly regarding the program.
 - b. Program staff funded by the grant will provide training annually to CAASA staff and advocates regarding immigration law and benefits to survivor/victims.
 - c. Iowa JFON will refer survivor/victims to CAASA for services such as crisis intervention, legal (non-immigration) and personal advocacy services, group counseling/support group, individual counseling and referral services.
 - d. CAASA will refer immigration survivor/victims directly to Iowa JFON for legal immigration services.

- 4) Iowa JFON will be responsible for planning, developing and implementing project activities. Both Iowa JFON and CAASA are committed to work together to achieve project goals and sustain the project.

V) Timeline

The roles and responsibilities described above are contingent on Iowa JFON receiving funds requested for the project described in the VAWA grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be 07/01/2013 ending 06/30/2016.

VI) Commitment to Partnership

1. The collaboration service area include the following counties in Northwest Iowa: Clay, Dickinson, Emmett, Palo Alto, Buena Vista, Pocahontas, Cherokee, Ida and Sac.
2. The partners agree to collaborate and provide access to immigration legal services to survivors/victims of sexual violence, domestic violence, dating violence and stalking pursuant the program narrative of the grant application attached to this agreement.
3. We, the undersigned, have read and agree with the terms of this MOU. Further, we have reviewed the proposed project and approve it.

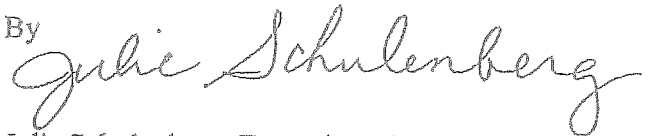
By



Frank Camp, Chair

Iowa Justice for Our Neighbors

By



Julie Schulenberg, Executive Director

Centers Against Abuse & Sexual Assault



MATURA Action Corporation

203 W. Adams St.
CRESTON, IOWA 50801

(641) 782-8431

ADAIR	MADISON
ADAMS	UNION
TAYLOR	RINGGOLD

MEMORANDUM OF UNDERSTANDING Between


MATURA Action Corporation
Maternal and Child Health Program

AND

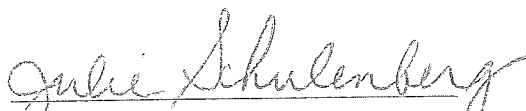
CAASA covering Buena Vista, Clay, and Dickinson Counties

MEMORANDUM OF UNDERSTANDING For the purpose of Maternal and Child Health activities

1. MATURA Action Corporation Maternal and Child Health (MCH) Program and CAASA agree to mutual referrals for families with children eligible for maternal and child health services.
2. Each agency agrees to share program information and resources needed to assist families.
3. This Memorandum of Understanding is effective October 1, 2012 until September 30, 2013.


 Mary Groves, RN, BSN
 MATURA MCH Program Director

9-5-12
 Date


 Julie Schulenberg
 Agency CAASA

9-7-12
 Date

Memorandum of Understanding
Clay County Sheriff's Office
And
Centers Against Abuse and Sexual Assault

The Clay County Sheriff's Office and the Centers Against Abuse and Sexual Assault (jointly referred to as "the Agencies") agree to the following for the welfare of all victims of domestic violence and sexual assault in Clay County.

1. The Agencies will maintain the confidence of information learned while working with victims receiving services from the Centers Against Abuse and Sexual Assault unless a written Release of Information has been explained to and signed by the victim.
2. The Agencies will continue to build and maintain the strong relationship that exists between the Clay County Sheriff's Office and the Centers Against Abuse and Sexual Assault.
3. The Agencies will continue to work together to provide protection and services for victims of domestic violence and sexual abuse.
4. Upon a victim's request, staff members of the Centers Against Abuse and Sexual Assault and the Clay County Sheriff's Office will be part of a collaborative effort (along with other appropriate service agencies) to serve victims of domestic violence and sexual assault to the best of our ability.
5. The Agencies agree that whenever possible, they will collaborate and share opportunities for training and enrichment of staff members at the Centers Against Abuse and Sexual Assault and the Clay County Sheriff's Office.

Dated this 5th day of February 2013



Randy Krukow, Clay County Sheriff



Julie Schulenberg, Centers Against Abuse and
Sexual Assault

Memorandum of Understanding
Cherokee Police Department
And
Centers Against Abuse and Sexual Assault

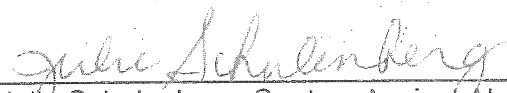
The Cherokee Police Department and the Centers Against Abuse and Sexual Assault (jointly referred to as "the Agencies") agree to the following for the welfare of all victims of domestic violence and sexual assault in Cherokee.

1. The Agencies will maintain the confidence of information learned while working with victims receiving services from the Centers Against Abuse and Sexual Assault unless a written Release of Information has been explained to and signed by the victim.
2. The Agencies will continue to build and maintain the strong relationship that exists between the Cherokee Police Department and the Centers Against Abuse and Sexual Assault.
3. The Agencies will continue to work together to provide protection and services for victims of domestic violence and sexual abuse.
4. Upon a victim's request, staff members of the Centers Against Abuse and Sexual Assault and the Cherokee Police Department will be part of a collaborative effort (along with other appropriate service agencies) to serve victims of domestic violence and sexual assault to the best of our ability.
5. The Agencies agree that whenever possible, they will collaborate and share opportunities for training and enrichment of staff members at the Centers Against Abuse and Sexual Assault and the Cherokee Police Department.

Dated this 4th day of February 2013



Chief Steve Schuck, Cherokee Police
Dep't.



Julie Schulenberg, Centers Against Abuse and
Sexual Assault

CAASA BOARD LISTING
FY2013

Member	Office	Address	Occupation	Phone	County	Email	Term Begins	Term Ends
	President	[REDACTED]		[REDACTED]	Palo Alto	[REDACTED]	7/2003	7/2013
	Vice President	[REDACTED]		[REDACTED]	Clay	[REDACTED]	7/2010	7/2013
	Treasurer	[REDACTED]		[REDACTED]	Emmet	[REDACTED]	12/2009	12/2012
	Secretary	[REDACTED]		[REDACTED]	Ida	[REDACTED]	7/2010	7/2013
		[REDACTED]		[REDACTED]	Ida	[REDACTED]	7/2010	7/2013
		[REDACTED]		[REDACTED]	Cherokee	[REDACTED]	10/2010	10/2013
		[REDACTED]		[REDACTED]	Clay	[REDACTED]	08/2012	08/2015

Appendix D

JOB DESCRIPTION EXECUTIVE DIRECTOR

SUMMARY-

The Executive Director is responsible for the direction, coordination, and administration of all programs and activities of CAASA

PERFORMANCE RESPONSIBILITIES-

General Administration

- Comply with all CAASA policies and procedures
- Assist in policy and procedure development
- Is responsible to the board of Directors
- Will serve as a representative of the agency with other agencies
- Attend monthly board meetings: Ensure distribution of minutes, financial reports, agenda, etc.
- Attend committee meetings

Programs

- Coordinate and monitor agency performance, accountability and short and long term planning in conjunction with the board of directors and staff
- Provide crisis counseling and advocacy for victims, complete all necessary intake forms and assessments, complete and maintain appropriate documentation of client contacts and complete all necessary statistical reporting forms and input
- Carry phone when providing back up on-call
- Assist in the training of volunteers when needed

Education/Community Involvement

- Act as a public relations liaison and participate in community coordination of services
- Coordinate and/or supervise staff speaking engagements and public relations
- Coordinate media outreach program
- Coordinate agency legislative contacts

Personnel

- Conduct regular staff meetings
- Coordinate the hiring, evaluating and terminating of staff in conjunction with the personnel committee
- Oversee coaching, development, and scheduling of CAASA staff, volunteers and program presenters
- Assist other staff as needed

Financial Management

- Prepare annual projected and annual budget
- Coordinate accounting procedures with off-site accountant
- Trace and scrutinize cash flow
- Ensure accurate documentation and filing of income and expense records
- Coordinate agency responses to donations within a timely manner

JOB DESCRIPTION SEXUAL ABUSE SERVICES COORDINATOR

SUMMARY-

The Sexual Abuse Services Coordinator is responsible for assisting the Executive Director in maintaining the Agency's overall operations and development.

PERFORMANCE RESPONSIBILITIES-

General Administration

- Comply with all CAASA policies and procedures
- Assist in policy and procedure development
- Is responsible to the Executive Director

Support Services

- Assist with staff supervision and evaluation
- Management of the two fundraising stores (New Leaf-Cherokee and 2nd Chances-Spencer)
- Assist the Director in maintaining the Agency's overall operations and development
- Maintain staff schedules, including "on call" schedule
- Maintain documentation/records regarding Vacation and Sick Leave for all staff
- Verify and sign time sheets as needed
- Assist Executive Director in filing monthly grant reimbursement claims and documentation
- Make bank deposits under supervision of Executive Director
- Assist with grant writing
- Assist with CAASA office operations, answering phones, filing, copying as required
- Maintain agency Policy and Procedures Manual
- Assist in the training of volunteers and staff

Programs

- Provide crisis counseling and advocacy for victims, complete all necessary intake forms and assessments, complete and maintain appropriate documentation of client contacts and complete all necessary statistical reporting forms and input (as needed)
- Collect and maintain statistical data and reports required by the Board of Directors, Executive Director, funding sources and monitoring agencies
- Carry work phone for on call, during work hours and periodic crisis line coverage as determined by a rotating schedule
- Assist the Executive Director in developing and maintaining the goals and objectives for the Agency

JOB DESCRIPTION
SEXUAL ABUSE VOLUNTEER and TRAINING COORDINATOR

SUMMARY-

The Sexual Abuse Volunteer and Training Coordinator is responsible for the coordination of volunteer recruitment and training activities for all counties served.

PERFORMANCE RESPONSIBILITIES-

General Administration

- Comply with all CAASA policies and procedures
- Assist in policy and procedure development
- Is responsible to the Sexual Abuse Services Coordinator and Executive Director

Programs

- Provide crisis counseling and advocacy for victims, complete all necessary intake forms and assessments, complete and maintain appropriate documentation of client contacts and complete all necessary statistical reporting forms and input (as needed)
- Recruit, develop, implement, administer and coordinate all volunteer services of the agency
 - a. Oversee the recruitment and training of volunteers
 - b. Work closely with staff in coordinating volunteer services and programming
 - c. Coordinate and supervise work for volunteers, including developing tasks
 - d. Schedule volunteers to answer Crisis Line, cover at the emergency shelter and be part of the On Call response team
- Develop and coordinate a comprehensive training plan for volunteers and staff to meet requirements of the Iowa Coalitions, Iowa CASA/ICADV
- Collect and maintain statistical data and reports required by the Board of Directors, Executive Director, funding sources and monitoring agencies
- Carry work phone for on call, during work hours and periodic crisis line coverage as determined by a rotating schedule
- Assist the Executive Director in determining yearly agency volunteer service goals and implement active steps to achieve these goals

Education/Community Involvement

- Participate in regional outreach by developing and maintaining awareness of agency services, networking with area service providers, and eliciting support for CAASA through public speaking and participation in regional activities and fund raising.

**JOB DESCRIPTION
SEXUAL ABUSE ADVOCATE**

SUMMARY-

The Sexual Abuse Advocate is responsible for the coordination of activities and programs within their respective county(ies).

PERFORMANCE RESPONSIBILITIES-

General Administration

- Comply with all CAASA policies and procedures
- Assist in policy and procedure development
- Is responsible to the Sexual Abuse Services Coordinator and Executive Director

Programs

- Provide crisis counseling and advocacy for victims of sexual assault
- Complete all necessary intake forms and assessments
- Complete all necessary statistical reporting forms and input
- Complete and maintain appropriate documentation of client contacts
- Facilitate a weekly support group for victims of sexual assault
- Advocate for victims within criminal justice, medical and social systems
- Coordinate sexual abuse prevention education programs in their respective county schools
- Carry work phone for on call, during work hours and periodic crisis line coverage as determined by a rotating schedule
- Assist with recruiting and training of volunteers as needed

Education/Community Involvement

- Participate in regional outreach by developing and maintaining awareness of agency services, networking with area service providers, and eliciting support for CAASA through public speaking and participation in regional activities and fund raising.
- Perform and coordinate various public outreach functions, including speaking and correspondence, relating to prevention of childhood sexual abuse

Personnel

- Attend staff meetings and when possible board meetings
- Participate in ongoing continuing education
- Assist other staff as needed

Other

- Coordinate and implement fundraising events in county(s)
- Other duties as directed

JOB DESCRIPTION
SEXUAL ABUSE PREVENTION EDUCATION SPECIALIST
(Working with Darkness to Light curriculum)

SUMMARY-

The Sexual Abuse Prevention Education Specialist is responsible for the provision of sexual abuse prevention education in all counties served. This includes outreach to a variety of community members, organizations and systems.

PERFORMANCE RESPONSIBILITIES-

General Administration

- Comply with all CAASA policies and procedures
- Assist in policy and procedure development
- Is responsible to the Sexual Abuse Services Coordinator and Executive Director

Programs

- Provide crisis counseling and advocacy for victims, complete all necessary intake forms and assessments, complete and maintain appropriate documentation of client contacts and complete all necessary statistical reporting forms and input (as needed)
- Plan and implement programs for prevention education using the Darkness to Light curriculum
- Complete all necessary statistical reporting forms and input
- Complete and maintain appropriate documentation of client contacts
- Carry work phone for on call, during work hours and periodic crisis line coverage as determined by a rotating schedule
- Assist with recruiting and training of volunteers as needed

Education/Community Involvement

- Participate in regional outreach by developing and maintaining awareness of agency services, networking with area service providers, and eliciting support for CAASA through public speaking and participation in regional activities and fund raising.
- Perform and coordinate various public outreach functions, including speaking and correspondence, relating to prevention of childhood sexual abuse

Personnel

- Attend staff meetings and when possible board meetings
- Participate in ongoing continuing education
- Assist other staff as needed

Other

- Assist with fundraising events in county(ies) (as needed)
- Other duties as directed

JOB DESCRIPTION
MULTICULTURAL OUTREACH COORDINATOR

SUMMARY-

The Multicultural Outreach Coordinator is responsible for the outreach activities to diverse populations within the service area and coordination of programs and service to these populations

PERFORMANCE RESPONSIBILITIES-

General Administration

- Comply with all CAASA policies and procedures
- Assist in policy and procedure development
- Is responsible to the Sexual Abuse Services Coordinator and Executive Director

Programs

- Provide crisis counseling and advocacy for victims of domestic violence and sexual assault
- Complete all necessary intake forms and assessments
- Complete all necessary statistical reporting forms/input
- Complete and maintain appropriate documentation of client contacts
- Facilitate a weekly Spanish-speaking support group for adult victims
- Translate agency documents and brochures
- Advocate for victims within criminal justice, medical, immigration and social systems
- Carry work phone for on call, during work hours and periodic crisis line coverage as determined by a rotating schedule

Volunteer Programs

- Assist with CAASA volunteer activities
- Recruit volunteers from within minority populations
- Assist in training of volunteers where needed

Education/Community Involvement

- Perform and coordinate various public relations functions, including speaking, advertising, and correspondence
- Coordinate community outreach programs to minority populations within service area
- Work with schools providing education and information as it relates to minority students
- Perform community education, outreach and violence prevention activities

Personnel

- Attend staff meetings and when possible board meetings
- Participate in ongoing continuing education
- Assist other staff as needed

JOB DESCRIPTION DOMESTIC ABUSE ADVOCATE

SUMMARY-

The Domestic Abuse Advocate is responsible for the coordination of activities and programs within their respective county(ies).

PERFORMANCE RESPONSIBILITIES-

General Administration

- Comply with all CAASA policies and procedures
- Assist in policy and procedure development
- Is responsible to the Sexual Abuse Services Coordinator and Executive Director

Programs

- Provide crisis counseling and advocacy for victims of domestic violence
- Complete all necessary intake forms and assessments
- Complete all necessary statistical reporting forms/input
- Complete and maintain appropriate documentation of client contacts
- Facilitate a weekly support group for victims of domestic violence
- Advocate for victims within criminal justice, medical and social systems
- Coordinate domestic abuse prevention/healthy relationship programs in their respective county schools
- Carry work phone for on call, during work hours and periodic crisis line coverage as determined by a rotating schedule
- Assist with recruiting and training of volunteers as needed

Education/Community Involvement

- Perform and coordinate various public relations functions, including speaking, advertising, and correspondence
- Perform community education, outreach and violence prevention activities

Personnel

- Attend staff meetings and when possible board meetings
- Participate in ongoing continuing education
- Assist other staff as needed

Other

- Coordinate and implement fundraising events in respective county(s)
- Other duties as directed

Appendix F is on File with the Crime Victim Assistance Division

GRIEVANCE PROCEDURE:

A Grievance is defined as a dispute or disagreement raised by an employee or volunteer against the agency involving the interpretation or application of specific provisions included in the Employee Handbook.

If the grievance is against an employee or volunteer of CAASA and is made by another employee, volunteer or a client, the aggrieved party should take the following steps.

STEP 1: The aggrieved party should discuss the Grievance orally with the Director, attempting in good faith to resolve the issue satisfactorily. If the aggrieved party is not satisfied with the results of the discussion, s/he may take STEP 2.

STEP 2: An aggrieved party may submit a Grievance in writing to the President of the Board of Directors, sending a copy of the Grievance Letter to the Director. The Grievance Letter should be sent within thirty (30) days of the alleged grievance. The Grievance Letter should specifically identify the provision(s) of the Employee Handbook under dispute.

After receipt of the Grievance by the Board President, the following steps shall be taken by the Board.

STEP 1: The Board Chair shall inform the entire Board of Directors of all Grievances, explaining the nature of the grievances as soon as possible.

STEP 2: Within fourteen (14) days after receipt of the Grievance Letter, the President of the Board will appoint an impartial committee of three to investigate the Grievance.

Step 3: The Grievance Committee will immediately appoint one person to be the point-of-contact for for the affected parties.

STEP 4: The committee will consult the Director about his/her suggestions and conduct an investigation.

STEP 5: The Committee should complete their investigation and call the grieving parties together to discuss their recommendations within fourteen (14) days. This time period may be extended for a reasonable period depending on the type of complaint and the need for more in depth research.

STEP 6: The Committee will write a brief statement outlining the problem, the solution suggested by the Director and their own recommendations after meeting with the grieving parties. The statement prepared by the Grievance Committee will be signed by the Committee, the Director, and the grieving party. A copy of the signed statement shall be sent to the grieving party and a copy will be placed the Board of Director's Grievance File. Any and all correspondence regarding a Grievance by an employee, volunteer or client shall also be maintained in the Grievance File.

If the Grievance is against the Executive Director, STEP 1 may be bypassed and the Grievance filed directly with the Board President. The same STEPS 1 through 6 under the Board's requirements will be taken except for STEP 4 and the parts of STEP 6 referencing the Director's suggestions and the Director's signature.

In either case, the Board-Point-of Contact will update the grieving parties on a weekly basis as to the status of the investigation until the issue is resolved. They will be given any information that is pertinent and that will not hinder the investigation.

In the case of a complaint against the Executive Director or other supervisory personnel, affected staff members will also be updated on the same schedule as the grieving parties.

Under no circumstances will any retaliation against a grieving party be tolerated by CAASA.

If any person(s) feel that they are being retaliated against they should immediately inform the Point-of-Contact. The Point-of-Contact should then contact the rest of the Grievance and the Board President who along with the Grievance Committee will determine what measures need to be taken. These measures may include probation or temporary suspension of duties if deemed necessary. The person(s) who filed the grievance will be updated as to any measures taken to insure that they will not be retaliated against.

Please reference the Employee Protection Policy and the Whistleblower Policy for further information.

Date of SM Visit: 3/1/2012

Corrective Action Plan Last Updated:

2/11/2013

1. Install child safety gates at the tops and bottoms of stair ways.
2. Shorten the dangling cords from mini-blinds where children had access.
3. CAASA Shelter Contract be immediately rescinded.
4. The Shelter Rules need to be re-written using a victim-centered philosophy and victim-friendly language.
5. Due to the negative nature of the "Shelter Guidelines" recently implemented, VSS Administrator, Donna Phillips, made an immediate requirement to discontinue use of this policy effective immediately.
6. The Grievance Procedure should be updated.
7. The Board Treasurer is required to meet with the accountant and any financial oversight staff on a regular, monthly basis, including the Executive Director and Book-Keeper or Office Manager.
8. The Board will develop evaluation criteria for the Executive Director which includes specific goals and a timeline for completion or an ongoing timeline to meet certain recurring goals.
9. A combined Board/staff training regarding roles and responsibilities of each respective group should be completed.
10. A "Board Members Only" training which includes training specific to CAASA's Board and agency policies, by-laws and agency mission shall be conducted
11. A review of all policies instated under the most recent administration be reviewed using the criteria as set forth in this document.
12. Staff members will receive updates on official, regular meetings of the Board of Directors.
13. A list of the BOD and their emails will be provided to the staff annually.
14. All future official meetings of the Board of Directors will be conducted with special conditions.
15. The Board shall establish how the new Executive Director will be supported and trained.
16. The Board will appoint a Board Mentor or a Mentoring Committee to provide guidance and orientation to the new Executive Director during his or her 6-month probationary period.

17. It is requested that the Board consider implementing a policy which states that, "Any proposed changes to agency policy will be taken up during regular board meetings and that Board Members will have a minimum of 30 days or the period in between regular board meetings (whichever is longer) to fully review and consider the changes."

Corrective Action Plan Status:

- Completed
- In Progress
- Missed Deadlines

Comments:

This Corrective Action Plan reflects the policies of a terminated Executive Director and does not reflect the current director.

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act) or any updates, requires that smoking not be permitted in any portion of any indoor routinely owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal program include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day. By signing and submitting this assurance the funded program certifies that it will comply with the requirements of the Act. The funded program further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for the children's services and that all funded programs shall certify accordingly.

Centers Against Abuse and Sexual Assault (CAASA)
Program Name

Signature of Authorized Representative

2/18/13
Date

Typed Name of Authorized Representative

Board President
Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Julie Schulenberg
Program Director Signature

2/18/13
Date

Julie Schulenberg
Typed Name of Program Director

Executive Director
Title of Program Director

Email Address of Program Director

Telephone Number of Program Director



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Board President

Signature of Authorized Representative

Date

2/18/13

Name of Program

Centers Against Abuse and Sexual Assault (CAASA)

Address of Program

PO Box 996 Spencer, IA 51301

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which does a prudent person in the ordinary course of business dealings normally possess.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

IOWA DOMESTIC ABUSE (DA) AND/OR SEXUAL ABUSE (SA) CERTIFIED ASSURANCES

The program assures and certifies that:

1. It is operated by a public or non-profit agency.
2. It will (a) prohibit discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of age, race, creed, color, gender, sexual orientation, gender identity, physical or mental disability, national origin, or religion, (b) compensate employees at no less than minimum wage, and (c) provide safe and sanitary working conditions.
3. It will comply with Iowa Code Section 8.11 regarding Minority Impact Statement, and the Iowa Attorney General's Crime Victim Assistance Division 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 Crime Victim Assistance Division.
4. The grant funds will be used to supplement and not supplant other available or mandated funds.
5. All private agencies agree to perform an audit in accordance with Iowa Code Section 11.36 audit requirements.
6. Due Dates for Audit Reports Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.
7. The grant funds will only be used to provide services to victims of domestic abuse or sexual abuse as specified in Iowa Code section 236.15.
8. It 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 the Crime Victim Assistance Division (CVAD).
9. It has a grievance procedure for victims, employees and volunteers.
10. It is a domestic abuse or sexual abuse program as defined in Iowa Code Chapter 236 and that all employees and volunteers who provide victim services are certified as victim counselors as provided in Iowa Code Chapter 915.
11. It provides all services without regard to a victim's ability to pay. There shall be no charge to victims for services provided by the program.
12. If it provides services to victims of domestic abuse, the program has the capacity to provide or arrange for safe shelter of victims and their children.

13. If it provides services to victims of sexual abuse, the program has the capacity to provide in-person support to victims at the time of an evidentiary sexual abuse examination.
14. It will keep time and attendance records for all DA-funded and SA-funded staff.
15. It 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.

I certify that the program in this application meets all the requirements stated in these certified assurances for the Domestic Abuse and/or Sexual Abuse state funds and that the program will comply with all applicable state laws and regulations.

Centers Against Abuse and Sexual Assault (CAASA)
 Program Name

 Signature of Authorized Representative

2/18/13
 Date

 Typed Name of Authorized Representative

Board President
 Title of Authorized Representative

 Email Address of Authorized Representative

 Telephone Number of Authorized Representative

Julie Schulenberg
 Program Director Signature

2/18/13
 Date

Julie Schulenberg
 Typed Name of Program Director

Executive Director
 Title of Program Director

 Email Address of Program Director

 Telephone Number of Program Director

Updated December 28, 2012

SEXUAL ASSAULT SERVICES PROGRAM (SASP or SS) CERTIFIED ASSURANCES

The program assures and certifies that:

1. Federal funds made available under this formula funds will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for sexual assault services project activities.
2. All programs receiving these funds are exempt for making match.
3. Fund accounting, auditing, monitoring, evaluation procedures, and such records as the Attorney General's Crime Victim Assistance Division (CVAD) shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received.
 - a. It shall maintain such data and information and submit such reports in such form, at such times, and containing such data and information as the CVAD may reasonably require administering the program.
4. It 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 (42 U.S.C. § 3789d); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. §5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); 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); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Additional information about civil rights obligation of programs and grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.
5. In accordance with federal civil rights laws, the program or grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by federal civil rights laws.
6. It 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 Crime Victim Assistance Division 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 Crime Victim Assistance Division.
7. It will determine whether it is required to formulate an Equal Opportunity Program (EEOP), in accordance with 28 CFR 42.302 *et. seq.* If the program is note required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Iowa Attorney General's Crime Victim Assistance Division (CVAD) indicating that it is not a required to develop an EEOP. If the program is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the program will submit a certification form to the OCR and the CVAD certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and the CVAD. Non-profit organizations,

Indian Tribes, and medical and education institutions are exempt from the EEO requirement, but are required to submit a certification form to the OCR to claim the exemption. A copy of the certification form should also be submitted to the CVAD. Additional information regarding a grantee's EEO requirements can be found at http://www.ojp.usdoj.gov/about/ocr/eoep_comply.htm.

8. It will comply with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, the program or grantee must take reasonable steps to ensure the LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The program is encouraged to consider the need for language services for LEP person served or encountered both in developing your budgets and in conducting your programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.
9. 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 Attorney General's Office, Crime Victim Assistance Division (CVAD).
10. It will maintain 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 the information may be inappropriate or offensive to the crime victim.
11. It agrees to comply with the applicable requirements of the 28 C.F.R. Part 38, the Department of Justice (DOJ) regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that the DOJ grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religion activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of beneficiary's religion.
12. It 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.
13. It will not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of the OVW, in order to avoid violation of 18 USC §1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to

reduce or eliminate domestic violence, dating violence, sexual assault, and stalking [as those terms are defined in 42 USC 13925(a)] when such collaboration and provision of information is consistent with the activities otherwise authorized under this funding. It will not use any federal funds for lobbying and will comply with requirements as applicable under 28 CFR Part 69 regarding New Restrictions on Lobbying.

14. It will comply with the Drug-Free Workplace Act of 1988, implemented at 28 CFR Part 67, subpart F, for programs, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.
15. It will encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating agency-owned, rented, or personally owned vehicles pursuant to 23 USC 402 and 403, and 29 USC 668.
16. It agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.
17. It must be in compliance with specifications outlined in the solicitation under which the approved application was submitted. The program solicitation is hereby incorporated by reference into this award.
18. The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
19. The Director of the Office on Violence Against Women (OVW), upon a finding that there has been substantial failure by the recipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the award, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.
20. It agrees that if they receive any funding that is duplicative of funding received under this grant, they will notify their OVW manager as soon as possible and a Grant Adjustment Notice (GAN) will be issued changing the budget to eliminate the duplication, and the grantee agrees and understands that any duplicative funding will be deobligated from its award and returned to OVW.
21. It will refer to the Crime Victim Assistance Division and to the Office of Inspector General (OIG) through the Department of Justice (DOJ) any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person was either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of law pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving SASP funds. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

- Mail: Office of Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706

Washington, DC 20530

- Email: ojg.hotline@usdoj.gov
- Phone: 1-800-869-4499 (contact information English and Spanish)
- Fax: 1-202-616-9881

22. All materials and publications (written, visual, or sound) resulting from the award activities shall contain the following statements: "This project was supported by subgrant No. _____ awarded by the state administering office for the SASP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice, Office on Violence Against Women.
23. It understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>.
24. It agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, trainings, and other events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at: <http://www.ovw.usdoj.gov/grantees.html>. It agrees to contact and receive permission from their Victim Services Support Program primary contact from the Iowa Attorney General's Crime Victim Assistance Division prior to utilizing federal VW funds for related conference expenses.
25. It agrees to submit one copy of all reports and any other written materials or products that are funded under the project to Federal Office on Violence Against Women by submitting it to the Iowa Attorney General's Crime Victim Assistance Division not less than 30 days prior to public release. If the written material is found to be outside the scope of the program or in some way to compromise victim safety, it will need to be revised to address these concerns or the funded program will not be allowed to use VW funds to support the further development or distribution of the materials.
26. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.
27. It agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Violence Against Women web site at <http://www.ovw.usdoj.gov/docs/ccr-award-term.pdf>.
28. It will encourage adoption and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by these funds, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009).

29. It will comply with 28 CFR §66.34, in which the Office on Violence Against Women reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

- a. any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
- b. Any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women (OVW) program manager assigned to this award by forwarding this information to the Iowa Attorney General's Crime Victim Assistance Division, and must comply with all conditions specified by the (OVW) program manager in connection with that approval before: (1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or (2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the funded recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

22. It will comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.
23. It will provide for an independent audit report on an annual basis as required by Office of Management and Budget (OMB) Circular A-133 and the OCFO Financial Guide. It will comply with the organizational audit requirements of OMB Circular A-133 and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of Department of Justice funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide and the OCFO Financial Guide.
24. Non-Federal entities that expend \$500,000 or more a year in Federal funds (from all sources including pass-through awards) in the organization fiscal year (12 month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.
25. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year. Records must be kept and available for review or audit by appropriate officials including the Federal agency, State agency, and U.S. Government Accountability Office (GAO).
26. All private agencies agree to perform an audit in accordance with Iowa Code Section 11.36 audit requirements.
27. **Due Dates for Audit Reports** Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.

28. It will comply with any additional requirements that may be imposed during the grant performance period if determined to be a high-risk grantee per Cf. 28 C.F.R. parts 66, 70.
29. No recipient of SASP funds shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with the SASP. Such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
30. 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.
31. It will comply with any additional eligibility or service criteria established by the Crime Victim Assistance Division.
32. It 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 the Crime Victim Assistance Division.
33. It will notify the Crime Victim Assistance Division (CVAD) office in writing, by email or through the online Programs Assistant website within 30 days of any staffing change.
34. It will notify the Crime Victim Assistance Division (CVAD) office in writing or via e-mail of any VAWA- funded positions that remain vacant for 45 days or more. This notification must include reason for vacancy and plan for filling the position.
35. It will expend funds received only for the purposes and activities covered by the program's approved application and budget; and that the funds may be suspended or terminated at any time by the CVAD if the program fails to comply with the provisions of the certified assurances listed throughout this document.
36. It acknowledges that SASP funds may only be used for the provision of direct intervention and related assistance to victims of sexual violence, including but not limited to:
- 24-hour crisis line services;
 - medical and criminal justice/civil legal accompaniment,
 - advocacy; and
 - short term individual and group support counseling.
30. It will not utilize the SASP funds for the following unallowable activities:
- lobbying;
 - fundraising;
 - research projects;
 - purchase of real property;
 - construction;

- physical modifications to buildings, including minor renovations (such as painting or carpeting);
- sexual assault nurse examiner projects;
- criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;
- efforts focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.);
- projects focused on training allied professionals and/or communities; or the establishment or maintenance of Sexual Assault Response Teams; and
- providing domestic violence services that do not relate to sexual violence;

31. It will not support activities that may compromise victim safety and recovery, such as:

- pre-trial diversion programs not approved by OVW or the placement of offenders in such programs;
- procedures and policies that exclude victim 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 sex of their children;
- mediation;
- couples counseling;
- family counseling or any other manner of joint victim-offender counseling;
- mandatory counseling for victims;
- penalizing victims who refuse to testify;
- promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or
- placement of perpetrators in anger management programs;
- crafting policies that deny individuals access to services based on their relationship to the perpetrator;
- developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection);
- sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- crafting policies that require the victim to report the sexual assault to law enforcement.

32. It will comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, Pub. L. No. 103-322; Violence Against Women Act of 2000, Public Law 106-386; Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, Public Law 109-162, and OVW's implementing regulations at 28 CFR Part 90.

I certify that the program in this application meets all the requirements stated in these certified assurances and that all the information presented is correct, and the application will comply with the provisions of the Violence Against Women Act and all other federal laws, regulations, and guidelines. By appropriate language incorporated in each subcontract or other document under which funds are to be disbursed, the undersigned shall assure the applicable conditions above apply to all recipients of assistance.

Centers Against Abuse and Sexual Assault (CAASA)
Program Name

Signature of Authorized Representative

2/18/13
Date

Typed Name of Authorized Representative

Board President
Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Julie Schulenberg
Program Director Signature

2/18/13
Date

Julie Schulenberg
Typed Name of Program Director

Executive Director
Title of Program Director

Email Address of Program Director

Telephone Number of Program Director

CERTIFICATIONS REGARDING LOBBYING AND DRUG-FREE WORKPLACE

The program assures and certifies that:

They comply with certification requirements under 28 CFR Part 69, New Restrictions on Lobbying and 28 CFR Part 67, Government-wide Requirements for Drug-Free Workplace (Grants). See below for the specifics regarding both of these certifications.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

3. DRUG-FREE WORKPLACE (PROGRAMS OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for programs, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the program's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (b) Establishing an on-going drug-free awareness program to inform employees about —
- (1) The dangers of drug abuse in the workplace;
 - (2) The program's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will —

- (1) Abide by the terms of the statement; and

- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The program may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. Section 67, 630 of the regulations provides that a program that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

DRUG-FREE WORKPLACE (PROGRAMS WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for programs, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 — A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

**LOBBYING AND DRUG-FREE WORKPLACE
CERTIFIED ASSURANCES**

I certify that the program receiving grant funds meets all Lobbying and Drug-Free Workplace requirements.

Centers Against Abuse and Sexual Assault (CAASA)
Program Name

Signature of Authorized Representative

Date

2/18/13

Typed Name of Authorized Representative

Board President
Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Julie Schulenberg
Program Director Signature

Date

2/18/13

Julie Schulenberg
Typed Name of Program Director

Executive Director
Title of Program Director

Email Address of Program Director

Telephone Number of Program Director

VICTIMS OF CRIME ACT (VOCA or VA) CERTIFIED ASSURANCES

The program assures and certifies that:

1. It will use Crime Victim Assistance Grant funds made available under VOCA to enhance or expand services and that VOCA funds will not be used to supplant state and local funds that would otherwise be available for crime victim services.
2. It will contribute the amount of **matching funds** as required by VOCA and the Crime Victim Assistance Division.
3. It is a **public or non-profit program**, or a combination of such agencies, and that it provides services to victims of crime.
4. It can demonstrate a **record of providing effective services** to crime victims. This includes having community support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. A new program that has not yet demonstrated a record of providing service must show that 25-50% of their financial support comes from non-federal sources.
5. Victim assistance funds shall be used only to provide **direct services** free of charge to victims of crimes.
6. It will help victims apply for **Crime Victim Compensation** benefits.
7. It will provide services to victims of crime at **no charge**. No income eligibility standards will be imposed on individuals receiving assistance or services supported with VOCA funds.
8. It will provide services to **victims of federal crimes** on the same basis as victims of state/local crimes.
9. It will promote within the community, **coordinated public and private efforts** to aid crime victims.
10. It will incorporate the use of **volunteers** unless the Crime Victim Assistance Division determines there is a compelling reason to waive this requirement. A compelling reason may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.
11. It will maintain **confidentiality** of client-counselor information as required by state and federal law.
12. It does not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.
13. It 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 (42 U.S.C. § 10604(e)); the Victims of Crime Act [42 U.S.C. §10604(e)]the Juvenile Justice and Delinquency Prevention Act of 2020 (42 U.S.C. §5672(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); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Additional information about civil rights obligation of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

14. In accordance with federal civil rights laws, the program or grantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by federal civil rights laws.
15. It will determine whether it is required to formulate an **Equal Opportunity Program (EEOP)**, in accordance with 28 CFR 42.302 *et. seq.* If the program is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the Iowa Attorney General's Crime Victim Assistance Division (CVAD) indicating that it is not required to develop an EEOP. If the program is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the applicant will submit a certification form to the OCR and the CVAD certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has fifty or more employees, it will submit a copy of its EEOP to the OCR and the CVAD. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. A copy of the certification form should also be submitted to the CVAD. Additional information regarding a grantee's EEOP requirements can be found at http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm.
16. It will comply with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, the grantee must take reasonable steps to ensure the LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, to consider the need for language services for LEP person served or encountered both in developing your budgets and in conducting your programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.
17. 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 Attorney General's Office, Crime Victim Assistance Division (CVAD).
18. It will maintain information on victims served by race, sex, national origin, age and disability and such information will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.
19. It agrees to comply with the applicable requirements of the 28 C.F.R. Part 38, the Department of Justice (DOJ) regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal

Treatment Regulation”). The Equal Treatment Regulation provides in part that the DOJ grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religion activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of beneficiary’s religion.

20. It 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 the Crime Victim Assistance Division.
21. It 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 Crime Victim Assistance Division 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 Crime Victim Assistance Division.
22. It 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.
23. It agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express written approval of the Office of Justice Programs (OJP), in order to avoid violation of 18 U.S.C. § 1913. It will comply with any restrictions outlined in 28 CFR Part 69 regarding New Restrictions on Lobbying.
24. It will comply with the Drug-Free Workplace Act of 1988, implemented at 28 CFR Part 67, subpart F, for programs, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.
25. It will encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating agency-owned, rented, or personally owned vehicles pursuant to 23 USC 402 and 403, and 29 USC 668.
26. It will encourage adoption and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by these funds, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009).
27. It will refer to the United States Department of Justice’s (DOJ) Office of Inspector General (OIG) and the Iowa Attorney General’s Crime Victim Assistance Division (CVAD) any credible evidence that a principal, employee, agent, contractor, subgrantee, or other person has either 1) submitted a false claim for these funds under the False Claims Act; or 2) committed a criminal or civil violation of laws

pertaining to fraud, wastes, abuse, conflict of interest, bribery, gratuity, or similar misconduct involving these funds. This condition also applies to any subgrantees or contractors. Potential fraud, waste, abuse or misconduct should be reported to the Office of Inspector General (OIG) by:

- a. Mailing to: Office of Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W., Room 4706, Washington, D.C. 20530,
- b. Emailing to: oig.hotline@usdoj.gov,
- c. Hotline information: 1-800-869-4499 in English and Spanish, or
- d. Hotline fax: 1-202-616-9881.

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

28. It will not use federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of OJP.
29. It agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ovw.usdoj.gov/funding/ccr.htm>.
30. It and all its contractors will comply with all Federal laws and regulations applicable to Federal assistance programs and with any applicable provisions of 28 CFR Part 66, 70 entitled Uniform Administrative Requirements for Grants and Cooperative Agreements.
31. It will comply with the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including National Historic Preservation Act (NHPA)). The program also agrees to comply with all federal, state and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award or contract. It agrees to assist Office of Justice Programs (OJP) in carrying out its responsibilities under NEPA and related laws, if the recipient plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App. D.). It will not use VOCA funds for renovation or construction.
32. Appropriate accounting, auditing, and monitoring procedures will be used so that records are maintained to insure fiscal control, proper management, and efficient distribution of the victim assistance funds in accordance with the most current edition of the Financial Guide created by the Office of Chief Financial Officer (OCFO).
33. Fund accounting, auditing, monitoring, evaluation procedures, and such records as the Attorney General's Crime Victim Assistance Division (CVAD) shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received.
 - a. It shall maintain such data and information and submit such reports in such form, at such times, and containing such data and information as the CVAD may reasonably require administering the program.
34. It will comply, and all its contractors will comply, with the applicable provisions of the VOCA, the guidelines for crime victim assistance grants and the requirements of the OCFO Financial Guide,

effective edition, which includes maintaining effective program and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements, daily time and attendance records for paid and volunteer staff, client files, the portion of the program funded with other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.

35. It authorizes the Office for Victims of Crime (OVC), Office of the Chief Financial Officer (OCFO) and the Iowa Attorney General's Crime Victim Assistance Division (CVAD) and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA funds.
36. It will provide for an independent audit report on an annual basis as required by Office of Management and Budget (OMB) Circular A-133 and the OCFO Financial Guide. It will comply with the organizational audit requirements of OMB Circular A-133 and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of Department of Justice funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide and the OCFO Financial Guide.
37. Non-Federal entities that expend \$500,000 or more a year in Federal funds (from all sources including pass-through awards) in the organization fiscal year (12 month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.
38. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year. Records must be kept and available for review or audit by appropriate officials including the Federal agency, State agency, and U.S. Government Accountability Office (GAO).
39. All private agencies agree to perform an audit in accordance with Iowa Code Section 11.36 audit requirements.
40. **Due Dates for Audit Reports** Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.
41. It will comply with any **additional eligibility or service criteria** established by the Crime Victim Assistance Division.
42. It will expend funds received only for the purposes and activities covered by the program's approved application and budget; and that the grant may be **suspended or terminated** at any time by the CVAD if the program fails to comply with the provisions of the VOCA, Victim Services Grant Program Administrative Rules or any of the certified assurances listed above.
43. It will notify the Crime Victim Assistance Division (CVAD) office **in writing, via e-mail or through other electronic means** within 30 days of any staffing change.
44. It will notify the Crime Victim Assistance Division (CVAD) office **in writing or via email** of any VOCA- funded positions that remain vacant for 45 days or more. This notification must include reason for vacancy and plan for filling the position.

45. It will keep time and attendance records for all VOCA-funded staff.

I certify that I have read and reviewed the above assurances and that the program will comply with all provisions of the Victims of Crime Act of 1984, all amendments or updates to this act, and all applicable federal and state laws, regulations, and guidance.

Center Against Abuse and Sexual Assault (CAASA)
Program Name

Signature of Authorized Representative

2/18/13
Date

Typed Name of Authorized Representative

Board President
Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Julie Schulenberg
Program Director Signature

2/18/13
Date

Julie Schulenberg
Typed Name of Program Director

Executive Director
Title of Program Director

Email Address of Program Director

Telephone Number of Program Director

Minority Impact Statement

Pursuant to Iowa Code Section 8.11, all grant applications submitted to the State of Iowa 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.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

- The proposed grant project programs or policies could have a disproportionate or unique positive impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- Women – who are victimized
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies could have a disproportionate or unique negative impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies are not expected to have a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: Julie Schulenberg

Title: Executive Director

Agency Name: Centers Against Abuse + Sexual Assault (CAASA)

“8.11 Grant applications — minority impact statements.

1. Each application for a grant from a state agency shall include a minority impact statement that contains the following information:

a. Any disproportionate or unique impact of proposed policies or programs on minority persons in this state.

b. A rationale for the existence of programs or policies having an impact on minority persons in this state.

c. Evidence of consultation of representatives of minority persons in cases where a policy or program has an identifiable impact on minority persons in this state.

2. For the purposes of this section, the following definitions shall apply:

a. “*Disability*” means the same as provided in section 15.102, subsection 8, paragraph “*b*”, subparagraph (1).

b. “*Minority persons*” includes individuals who are women, persons with a disability, African Americans, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

c. “*State agency*” means a department, board, bureau, commission, or other agency or authority of the state of Iowa.

3. The office of grants enterprise management shall create and distribute a minority impact statement form for state agencies and ensure its inclusion with applications for grants.

4. The directives of this section shall be carried out to the extent consistent with federal law.

5. The minority impact statement shall be used for informational purposes.”

2008 Acts, ch 1095, §3, 4; 2009 Acts, ch 41, §6