

VICTIMS OF CRIME ACT (VOCA or VA) CERTIFIED ASSURANCES

The grantee assures and certifies that:

1. It is a **public or non-profit program**, or a combination of such agencies, and that it provides services to victims of crime.
2. 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.
3. Victim assistance funds shall be used only to provide **direct services** free of charge to victims of crimes.
4. 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.
5. It will provide services to **victims of federal crimes** on the same basis as victims of state/local crimes.
6. It will promote within the community, **coordinated public and private efforts** to aid crime victims.
7. It will help victims apply for **Crime Victim Compensation** benefits.
8. 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.
9. It will maintain **confidentiality** of client-counselor information as required by state and federal law.
10. No recipient of VOCA 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 VOCA. 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.
11. Performance reports will be submitted as required by the Crime Victim Assistance Division.
12. 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.

13. It will comply, and all its contractors will comply, with all applicable **nondiscrimination requirements** of the Victims of Crime Act requiring that no person shall, on the grounds of race, color, religion, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with any program employment or activity receiving federal financial assistance. This includes Sections 503 & 504 of the Rehabilitation Act of 1973 as amended (29 USC Section 791 et. Seq.), Age Discrimination Act of 1975 and all its authorized amendments; and Iowa Code Chapter 216 as amended which governs civil rights protection in Iowa.
14. 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.
15. In the event that a Federal or State court or Federal or State administrative agency makes a **finding of discrimination** on the grounds of race, color, religion, national origin, gender, age, or disability against the program, the program will forward the findings to the Office of Civil Rights Compliance (OCRC), of the Office of Justice Programs, and a copy of the findings to the Crime Victim Assistance Division (CVAD) of the Iowa Department of Justice.
16. In the event of a formal **allegation or a finding of fraud, wastes, and/or abuse of VOCA funds**, **notify** the Crime Victim Assistance Division.
17. 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.
18. It will contribute the amount of **matching funds** as required by VOCA and the Crime Victim Assistance Division.
19. 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 Office of Justice Programs (OJP) Financial Guide.
20. All fiscal reporting forms established by the Crime Victim Assistance Division will be submitted to assure sound fiscal management.
21. It does not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.
22. 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 OJP Financial Guide, effective edition, which includes maintaining effective program and financial records that fully disclose the amount and disposition of VOCA funds received.
23. 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.

24. It will provide for an independent **audit** report on an annual basis as required by OMB Circular A-133 and the OJP Financial Guide, which states:
- a. Non-Federal entities that expend \$500,000 or more 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.
 - b. 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 available for review or audit by appropriate officials including the Federal agency, State agency, and General Accounting Office (GAO).
25. **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:
26. 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 entitled Uniform Administrative Requirements for Grants and Cooperative Agreements.
27. It will not use federal funds to lobby and will comply with requirements as applicable under 28 CFR Part 69 regarding New Restrictions on Lobbying.
28. It will comply with the Drug-Free Workplace Act of 1988, implemented at 28 CFR Part 67, subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620.
29. 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.
30. It will comply with the National Historic Preservation Act (NHPA).
31. It will comply with any **additional eligibility or service criteria** established by the Crime Victim Assistance Division.
32. It will expend funds received only for the purposes and activities covered by the grantee's approved application and budget; and that the grant may be **suspended or terminated** at any time by the CVAD if the grantee fails to comply with the provisions of the VOCA, Victim Services Grant Program Administrative Rules or any of the certified assurances listed above.
33. It will notify the Crime Victim Assistance Division (CVAD) office **in writing or via email** within 30 days of any staffing change.
34. 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.
35. It will keep time and attendance records for all CVAD funded staff.

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I certify that I have read and reviewed the above assurances and that the grantee will comply with all provisions of the Victims of Crime Act of 1984 and all applicable federal and state laws and regulations.

Program Name

Signature of Authorized Representative

Date

Typed Name of Authorized Representative

Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Program Director Signature

Date

Typed Name of Program Director

Title of Program Director

Email Address of Program Director

Telephone Number of Program Director