

State of Missouri

2016 – 2017 S*A*S*P SEXUAL ASSAULT SERVICES PROGRAM GRANT

Request for Proposal Solicitation Packet

Missouri Department of Public Safety
Office of the Director
PO Box 749
Jefferson City, MO 65102-0749

DPS Solicitation DEADLINE:

Applications must be submitted no later than 11:59 p.m. on September 18, 2015

WebGrants Deadlines:

Applicants must register no later than 11:59 p.m. on September 11, 2015
Applications must be submitted no later than 11:59 p.m. on September 18, 2015

<https://dpsgrants.dps.mo.gov>

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Program Description

S*A*S*P SEXUAL ASSAULT SERVICES PROGRAM

INTRODUCTION

The **(S*A*S*P) SEXUAL ASSAULT SERVICES GRANT**, the Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses four different funding streams for States and Territories, tribes, state sexual assault coalitions, tribal sexual assault coalitions, and culturally specific organizations. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

The Sexual Assault Services Formula Grant Program (SASP Formula Grant Program) directs grant dollars to States and Territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations that provide core services, direct intervention, and related assistance to victims of sexual assault. Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources directed at addressing sexual assault on the State and territorial level. Rape crisis centers and other nonprofit organizations such as dual programs providing both domestic violence and sexual violence intervention services play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. In order to provide comprehensive services to victims of sexual assault, the SASP Formula Grant Program will assist States and Territories in supporting rape crisis centers and other nonprofit organizations in the provision of direct intervention and related assistance.

FUND ALLOCATION

The **SASP Program** funds are to be distributed to nongovernmental agencies to carry out programs and projects specified under the eligible statutory purposes. In distributing funds, states must:

- 1) Give priority to areas of varying geographic size with the greatest showing of need. In assessing need, states must consider the range and availability of existing sexual assault programs in the population and geographic area to be served in relation to the availability of such programs in other such populations and geographic areas;
- 2) Take into consideration the population of the geographic areas to be served by a subgrantee;
- 3) Equitably distribute monies on a geographic basis, including non-urban and rural areas of various geographic sizes;
- 4) Ensure that the needs of previously underserved populations are identified and addressed; and

STATUTORY PURPOSE AREAS

The Sexual Assault Services Program (SASP) - Grant funds will support the establishment, maintenance, and expansion of sexual assault services by non-governmental victim services programs to assist those victimized by sexual assault.

The purpose of the Sexual Assault Services Program (SASP) is to provide intervention, advocacy, accompaniment (i.e. accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by sexual assault, **except** for the perpetrator of such victimization.

Intervention and related assistance may include:

- 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 victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

PROGRAM PRIORITIES

In shaping their strategies, subgrantees are encouraged to develop and support projects to:

- Support rape crisis centers in providing direct intervention and related assistance services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

DEFINITIONS

The following universal definitions will be used as general guidelines for the SASP grant. Please note that these are broad definitions applicable to all of the grants funded through The Violence Against Women Act and may not entirely pertain to the SASP Grant.

Community-Based Organization – The term “community-based organization” means an organization that –
A) Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;

- B) Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- C) Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- D) Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

Dating Violence – the term “dating violence” means violence committed by a person –

- A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B) Where the existence of such relationship shall be determined based on a consideration of the following factors:
 - a. The type of relationship;
 - b. The length of the relationship;
 - c. The frequency of interaction between the persons involved in the relationship.

Direct Services to Sexual Assault Victims – this term includes:

- **Crisis Intervention Services** – counseling to provide emotional support in crisis arising from the occurrence of crime.
- **Emergency Services** – providing, in an emergency, transportation to court, short-term childcare services, temporary housing and security measures, and assistance in participation in criminal justice proceedings.
- **Counseling** – in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, professional counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an on-going basis.
- **Follow-up Contact** – in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim’s progress, etc.
- **Therapy** – intensive professional treatment by licensed mental health professionals. This includes the evaluation of mental health needs as well as the actual delivery of psychotherapy.
- **Group Treatment/Support** – the coordination and provision of supportive group activities including self-help, peer, social support, etc.
- **Crisis Hotline Counseling** – the operation of a 24-hour telephone service, seven days per week, which provides counseling, guidance, emotional support, information, and referral, etc.
- **Shelter/Safe house** – short-term and long-term housing and related support services to victims and families following victimization.
- **Information and Referral** – telephone and in-person contacts with victims during which time services and available support are identified.
- **Criminal Justice Support/Advocacy** – support, advocacy, and assistance provided to victims at any stage of the criminal justice process.
- **Emergency Financial Assistance** – cash outlays for transportation, food, clothing, emergency housing, etc.
- **Assistance in Filing Compensation Claims** – making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victims.

Domestic Violence – the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts

under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of this **SASP Program**, “domestic Violence” also includes any crime of violence against an adult considered to be an act of domestic violence according to State Law.

According to Section 455.200, RSMo, domestic violence in the state of Missouri is defined as “attempting to cause or causing bodily injury to a family or household member, or placing a family or household member by threat of force in fear of imminent physical harm.” A “family or household member” is further defined as “a spouse, a former spouse, person living with another person whether or not as spouses, parent, or other adult person related by consanguinity or affinity, who is residing or has resided with the person committing the domestic violence and dependents of such persons.”

Legal Assistance – the term “legal assistance” includes assistance to adult and youth victims of domestic violence, dating violence, sexual assault, and stalking in –

- A) Family, tribal, territorial, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and
- B) Criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim’s safety and privacy.

Linguistically and Culturally Specific Services – the term “linguistically and culturally specific services” means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.

OVW – Office on Violence Against Women, U.S. Department of Justice

Personal Advocacy – assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance; intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman’s compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.

Sexual Assault – the term “sexual assault” means any conduct prescribed by chapter 109A of Title 181, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Subgrantee or Subrecipient – agency receiving grant funding from the Missouri Department of Public Safety

Supplanting - using funds received through the **SASP Program** to replace funds that would, in the absence of such federal aid, be made available for victim assistance. Therefore, **SASP** funds cannot be used for existing costs, because those costs have been paid previously by other funding. However, if an agency can substantiate that funding has been lost (for example an agency received \$10,000 in corporate funding during the past year and this year will only be receiving \$5,000), **SASP** funds could be requested to cover costs up to the amount lost. The limited **SASP** funds are not intended to replace local funds or other state and federal funds.

Underserved Populations – the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial or ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

Victim Advocate – the term “victim advocate” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

Victim Assistant – the term “victim assistant” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

Victim Services or Victim Service Provider – the term “victim services” or “victim services provider” means a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence sexual assault, or stalking.

This definition also encompasses statewide domestic violence and sexual assault coalitions to the extent that they provide direct services to sexual assault victims.

Victims - persons who have suffered harm, including physical or mental injury, emotional suffering, economic loss, or substantial impairment of their fundamental rights, through acts or omissions which are in violation of criminal laws regardless of whether the perpetrator is identified, apprehended, prosecuted or convicted and regardless of the familial relationship between the perpetrator and the victim. Victims shall also include the immediate family or dependents of the direct victim and persons who have suffered harm in intervening to assist victims in distress or to prevent victimization.

SUBGRANTEE ORGANIZATION ELIGIBILITY REQUIREMENTS

To be eligible for funding from the SASP Grant, an applicant must be a non-governmental victim services program.

- 1. Nonprofit Organization.** To be eligible to receive SASP funds, organizations must be operated by a nonprofit organization.
 - a. Nonprofit Organizations.** Nonprofit organizations must submit proof of their nonprofit status in one of four ways:
 - i. Proof that the Internal Revenue recognizes the applicant has the status of 501(c)(3);
 - ii. A statement from a State taxing body or the State secretary of state certifying that:
 1. The organization is a nonprofit organization operating within the State; and
 2. No part of its net earnings may lawfully benefit any private shareholder or individual;
 - iii. A certified copy of the applicant’s certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
 - iv. Any item described in (i) through (iii) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
- 2. Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of SASP, the Program Guidelines, and the requirements of the [OJP Financial Guide \(http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf\)](http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf), effective edition which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of SASP funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable SASP program services; client files; the portion of the project

supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

3. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by contract period; and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
4. **Equal Employment Opportunity Program (EEOP).** The Subrecipient, if required to do so, will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et.seq., and will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file that meets the requirements therein.
5. **Non-Discrimination.** Subgrantees must comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or the Victims of Crime Act (as applicable) which prohibits discrimination in federally funded programs on the basis of race, color, nation of origin, religion or sex; Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, or nation of origin (includes limited English proficiency – LEP) in federally funded programs; Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in federally funded programs on the basis of disability; Subtitle A, Title II of the Americans with Disability Act (ADA (1990) which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972 which prohibits discrimination in federally funded programs on the basis of sex; the Age Discrimination Act of 1975 which prohibits discrimination in federally funded programs on the basis of age; Department of Justice Non-Discrimination Regulation, 28 CFR part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR part 34 and Part 39.

If any 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 (including limited English proficiency), age, disability or sex against a recipient of federal funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice.

6. **Limited English Proficiency.** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents.
7. **Fair Labor Standards Act.** All recipients of federal funds will comply with the minimum wage and maximum hour’s provisions of the Federal Fair Labor Standards Act.
8. **Comply with State Criteria.** Subrecipients must abide by any additional eligibility or service criteria as established by the Missouri Department of Public Safety including submitting statistical and programmatic information on the use and impact of SASP funds as requested.
9. **Services to Victims of Sexual Assault.** If providing services to victims of sexual assault through this program, subrecipients will comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Sexual Violence Programs, as they relate to the provision of services required herein.

10. **Activities that May Compromise Victim Safety.** Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include activities that may compromise victim safety such as the following:

- 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.

12. Nondisclosure of Confidential or Private Information.

Subrecipients may not disclose personally identifying information about victims served with OVW SASP funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for an OVW grant program or another Federal agency, State, tribal, or territorial grant program. This provision also limits disclosures by OVW Subgrantees to OVW grantees, including disclosures to statewide or regional databases.

A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this title shall protect the confidentiality and privacy of persons receiving services.

B) Nondisclosure

Subject to paragraphs (c) and (d), grantees and subgrantees shall not –

- a. Disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs; or
- b. Reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

C) Release

If release of information described in subparagraph (b) is compelled by statutory or court mandate –

- a. Grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- b. Grantees and subgrantees shall take steps necessary to protect the privacy and safety of the person affected by the release of the information.

D) Information Sharing

Grantees and subgrantees may share –

- a. Nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation or data collection requirements;
- b. Court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and
- c. Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

12. Nonexclusivity. Nothing in this title shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this title.

ELIGIBLE SUBGRANTEE ORGANIZATIONS

Funds granted to states may be further subgranted by the states to agencies and programs including, but not limited to:

- Nonprofit, nongovernmental victim services programs; and
- Faith-Based and other Community Organizations.

INELIGIBLE RECIPIENTS OF SASP FUNDS

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive SASP victim assistance funding. These organizations include, but are not limited to, the following:

- 1. Federal Agencies.** This includes U.S. Attorney Offices and FBI Field Offices. Receipt of SASP funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible subrecipients of SASP victim assistance grant funds.
- 2. In-Patient Treatment Facilities.** For example, those designed to provide treatment to individuals with drug, alcohol, and /or mental health-related conditions.
- 3. Local Units of Government.** For example, any State or Local government agency (i.e. police, courts, corrections etc.).

ALLOWABLE SERVICES, ACTIVITIES, & COSTS

1. In general, *SASP Program* funds may support training, technical assistance, evaluation, data collection, and equipment costs to:
 - Support rape crisis centers in providing direct intervention and related assistance services; and
 - Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

2. Other Allowable Costs and Services.

- a. **Skills Training for Staff.** SASP funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to victims of sexual assault.

SASP funds can be used for training both SASP funded and non-SASP funded service providers who work within a SASP recipient organization, however, SASP funds cannot be used for management and administrative training for executive directors, board members, and other individuals that are not providing services to victims of sexual assault.

- b. **Training Materials.** SASP funds can be used to purchase materials such as books, training manuals, and videos for individuals providing services to victims of sexual assault, within SASP funded organizations.
- c. **Training Related Travel.** SASP funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. However, when needed training is unavailable within the immediate geographical area SASP funds may be used to support training outside of the area. Training related travel costs must be reasonable and necessary. Travel costs are provided on a reimbursement basis and must be documented with mileage logs and receipts. Reimbursement of travel costs cannot be requested until after the travel/training has occurred.
- d. **Equipment and Furniture.** SASP funds may be used to purchase furniture and equipment that provides or enhances services to victims of sexual assault, as demonstrated by the SASP recipient.

SASP funds cannot support the entire cost of an item that is not used exclusively for SASP related activities. However, SASP funds can support a prorated share of such an item. In addition, subrecipients cannot use SASP funds to purchase equipment for another organization or individual to perform a SASP related service. Examples of allowable costs may include typewriters, computers, printers, and furniture for workspaces.

- e. **Contracts for Professional Services.** SASP funds generally should not be used to support contract services. At times, however, it may be necessary for SASP subrecipients to use a portion of the SASP grant to contract for specialized services. Examples of these services include *emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for sexual assault victims whose primary language is not English.*

The daily rate of compensation for contractual services may not exceed \$450/day (\$56.25/hour).

- f. **Operating Costs.** Examples of allowable operating costs include supplies; **equipment use fees** when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials.

Office Supplies- The following list constitutes “office supplies” for the purposes of this grant. Any item not specifically listed cannot be claimed in the general “office supplies” line item in your budget and must be listed as a separate line item in your budget. The “Office supplies” as indicated below must be specifically for this project or otherwise prorated for this project. The entire list does not need to be shown on the budget page only “office supplies” need be shown.

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, flash drives and blank cd’s, pencil/supplies holder, adding machine tape, toner, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

- g. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries (including paid time off) and fringe benefits.
- i. All SASP staff must keep detailed time and activity sheets that detail the services provided and support 100% of their time, **regardless of how much time is spent on SASP activities.**
 - ii. Grant funded employees must be provided the same rights and benefits as other non-grant funded agency employees.
- h. **Outreach Activities.** SASP funds may be used to support presentations that are made in schools, community centers, or other public forums, as long as they are designed to identify sexual assault victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and notices can be supported by SASP funds.

UNALLOWABLE SERVICES, ACTIVITIES, & COSTS

The applicant may not conduct the following activities that are unrelated or only tangentially related to the provision of direct services to victims of crime: *(This list may not be all-inclusive.)*:

1. **Lobbying and Administrative Advocacy** - SASP funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly;
2. **Fundraising Activities;**
3. **Indirect Organizational Costs** - The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with SASP funds;
4. **Property Loss** - Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed;

5. **Relocation Expenses** - SASP funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, SASP funds may be used to support staff time in locating resources to assist victims with these expenses;
6. **Costs of Sending Individual Crime Victims to Conferences;**
7. **Activities Exclusively Related to Crime Prevention** - Activities intended to educate the community on the prevention of crime and to raise the public's consciousness regarding crime;
8. **Research projects;**
9. **Sexual Assault Forensic Examiner projects;**
10. **Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews;**
11. **Large Items of Equipment** including, but not limited to, vehicles, etc.;
12. **Professional Dues**, subscriptions, and memberships;
13. **Providing domestic violence services that do not relate to sexual violence;** and
14. **Employee bonuses.**

CONTINUATION FUNDING

Federal grants to Missouri, and the rules which govern their distribution, are received on an annual basis. Therefore, no project is guaranteed continuation funding.

CONTRACT PERIOD

The contract period for approved projects is January 1, 2016 through December 31, 2017. **(2 Years)**

MONITORING

All contracts funded will be monitored as deemed necessary by the Missouri Crime Victim Services Unit Program Manager. Agencies may be monitored annually through either an on-site monitoring visit or through “desk-top” monitoring.

Nothing in this guideline precludes the Department of Public Safety from conducting a site-visit or desk monitoring more often than once per year. In certain situations, a contract may be monitored either on-site or through desk monitoring on a regular and frequent basis to assure compliance. These situations include, but are not limited to:

- A report to the Department of Public Safety of the mishandling of grant funds;
- A report of the use of grant funds for ineligible activities;
- Discrepancies noted on the Monthly Report of Expenditures and/or Detail Sheet;
- A change in the managing staff within a contracting agency;

- Financial and/or programmatic issues of noncompliance found during a regularly scheduled monitoring visit or desk monitoring.

PERFORMANCE REPORT REQUIREMENTS

Recipients of SASP funds will be required to submit a performance report to the Department of Public Safety at the end of the preceding fiscal year. The performance report will be due by January 30th each year. Failure to submit the Performance Report by that date could result in contract funds being withheld until the report is received. The performance report can be viewed on our website at:

<http://www.dps.mo.gov/dir/programs/cvsu/grantforms.asp>

Grant Application Instructions

Applications for SASP funding must be submitted online via the new Missouri Department of Public Safety WebGrants System at <https://dpsgrants.dps.mo.gov>. WebGrants is a web-based computer application that will support the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director. **All entities must have access to a scanner to complete the application.**

Before an application may be filled out in WebGrants, the following three steps must be completed:

1. Acquire a DUNS (Data Universal Numbering System) Number

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit www.dunandbradstreet.com or call 1-866-705-5711.

2. Acquire or Renew Registration with the System for Award Management (SAM) - Formerly known as CCR (Central Contractor Registration) Database

The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. You can register online at www.sam.gov.

3. Register as a User in WebGrants

To access WebGrants, applicants must first register as a user with their applicant agency's information. **The deadline to register in WebGrants is 11:59 p.m. on Friday, September 11, 2015.**

To register with the WebGrants system, click the 'Register Here' link on the log in page and complete all required fields, as well as any optional fields, on the form. Click the Next link. A confirmation page will be displayed, and the applicant will receive a confirmation email.

Once the registration is submitted, notification will be sent to the Missouri Department of Public Safety to approve the new user. The applicant will receive another email when the Missouri Department of Public Safety approves or disapproves the registration. If your registration is approved, your User ID and Password are active and you may log into the system. If your registration is disapproved, the email will contain the reason.

NOTE: Once your registration is approved, you may add additional users from your organization to view application and/or contract information. To add registered users, log into WebGrants, click My Profile from the Main Menu, select the applicable Associated Organization name, click Add under the Registered Users section, and complete all the required fields on the form. Users which are added by an approved registered user will not be subject to approval by the Missouri Department of Public Safety.

Once the above steps have been completed and you are ready to apply for a grant, log on to WebGrants with the UserID and Password provided during the registration phase. On the Main Menu screen, click the 'Funding Opportunities' link and then click the appropriate funding opportunity. Each component of the application must be completed, and each form must be 'Marked as Complete' before the application may be submitted.

APPLICATION FORMS

General Information Form:

Enter the title of the application and select the Primary Contact.

Contact Information Form:

- *The Authorized Official* is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, and State Department Director). ***The Authorized Official and the Project Director cannot be the same person.***
- *The Project Director* is the individual that will have direct oversight of the proposed project. ***The Authorized Official and the Project Director cannot be the same person.** If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.*
- *The Fiscal Officer* is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant, Board Treasurer).
- *The Project Contact Person* should be the individual who is most familiar with the program this grant will fund. ***This person can be the Project Director if that individual is most familiar with the program.***
- *Non-Profit Chairperson* enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address. ***This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.***

Then click the Save button:

Then Mark as Complete:

Project Summary Form:

Application Type - Indicate the type of application based on the following:

- **NEW** - If this application is being submitted as part of a competitive bid process and is not currently funded by DPS, the type of application is considered "New".
- **RENEWAL** - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered "Renewal".
- **CONTINUATION** – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered "Continuation".
- **EXPAND/ENHANCE** - the application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by the Department of Public Safety.

Current Contract Number(s) - Indicate the DPS Contract Number (s) if the applicant agency currently has a contract through the identified grant program.

Program Category – Indicate the type of program this grant would fund.

Project Type – Indicate if this is a Statewide, Regional, or Local project.

Geographic Area(s) to be served: Identify the geographic area to be served by the proposed project.

Brief Summary: Provide a brief summary of the proposed project- Include a summary of your project based upon the information provided in the narrative work program submitted with the application.

Program Income:

- If program income will be generated by this proposed project, please indicate in this section.

Then click the Save button:

Then Mark as Complete:

Provided below is a brief description of the Narrative instructions. More details are provided within the system.

History of the Agency Form:

Provide a brief history of the Agency and the type(s) of victim services the agency provides.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Statement of the Problem Form:

This section must address the need for grant funds and the proposed project. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Provide agency and local statistics. Be specific.

- Complete the form – This section has a 40,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Type of Program Form:

Outline the services to be provided by this project. Give as much detail as possible about your proposed project.

Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines) In this section, agencies will need to explain how services are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.

All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards) In this section, agencies will need to explain how services are delivered in compliance with the MoCVSU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

- Complete the form – This section has a 40,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Proposed Service Area Form:

State the geographic area to be served by this project.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Coordination of Services:

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Victim Compensation Assistance:

Describe the procedures used by your agency to provide information and assistance crime victims with filing for victim's compensation funds. Please note that this is **NEW** a requirement component for SASP funds.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Number of Victims to be Served:

Indicate the anticipated number of victims to be served by this SASP funded project (2 years). Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project. Please provide your basis for this estimate.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Goals and Measurable Objectives:

A Goal is a broad based statement, which reflects an overall end result you are trying to achieve with this project.

Measurable objectives reflect how your project will assist in reaching the stated goal(s).

- To add objectives click **Organization Type**, select the type of organization. Then click the **Objective**. Then in the **Objectives Percentage (%)** retype the objectives and place a % that the agency will try to reach. Then click the Save button when finished.
- If the **Organization Type** has more than one objective repeat the above process. Then click the Save button again in the upper Right hand corner:

Then Mark as Complete:

Evaluation Procedure:

The evaluation component of the application should tie to the goals and objectives. Explain how each of the objectives chosen will be measured. In addition, describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available).

Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Report of Success:

In outline format, restate the goals and objectives from your current contract. The outcomes should provide actual numbers in addition to the percentages.

After each goal and objective listed, provide information regarding results attained from beginning of current grant to date. New applicants will not complete this section. **New applicants please put N/A in the text box.**

- To add Goals and Objectives click Add in the upper right hand corner. Then click the Save button when finished.
- To add more Goals and Objectives repeat the above process. Then click the Save button again in the upper Right hand corner:

Then Mark as Complete:

Budget Forms:

General Instructions:

- To add a budget line item, click Add. To provide the required justification for a budget line item(s), click Edit.
- If you have added a line item under any budget category, justification for that budget category must be provided before this form can be saved.

Personnel:

- To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
- Please note: The minimum percentage of time that may be budgeted on the grant is 10%. We will not fund any position that is less than 10% on the grant.

EXAMPLE 1 – Full-time, retained position paid bi-weekly (**26 pay periods/year**) at a salary of \$1,100 each pay period with no salary increase expected during the 24 month (**2 years**) contract period.

Name	Title	Position (Select from drop down box)	Employment Status (Select from drop down box)	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
Jane Smith	Advocate	Retained	FT	\$1,100.00	52	100%	\$57,200.00

If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial salary and to reflect the increase in salary.

EXAMPLE 2 – Full-time, created position paid monthly at a salary of \$2,000 each pay period, but expected to receive a 3% salary increase after 12 months of successful employment (effective 1/1/2015).

Name	Title	Position (Select from drop down box)	Employment Status (Select from drop down box)	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
John Smith	Investigator	Created	FT	\$2,000.00	12	100%	\$24,000.00
John Smith – 1/1/2015	Investigator	Created	FT	\$2,060.00	12	100%	\$24,720.00

****THE TEXT ENTERED UNDER THE NAME COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.**

Personnel Justification:

- If personnel is included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.
- If a salary increase is included, address the type/reason (MERIT or COLA) for such increase, the percentage of increase, and the effective date of the increase.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Personnel Benefits:

- To include a fringe benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.
- Please Note: Personnel funded through City and County Governments are employees of the City or County and should receive the same benefits/pay as other similar employees in the City/County Government.
- If an individual's time is not 100% funded by the grant, the fringe benefits must also be prorated based upon the percentage of time funded by the grant.
- Actual premium amounts should be shown.

EXAMPLE 1 – Jane Smith's two year salary of \$57200 is included in the grant budget. The following fringe benefits are also requested:

- FICA/Medicare – 7.65% of salary
- Pension/Retirement – 8% of salary
- Medical Insurance - \$100 per month for the 24-month contract period
- Life Insurance - \$10.00 per month for the 24-month contract period
- Dental Insurance - \$5.00 per month for the 24-month contract period
- Unemployment Comp – 11.2% of the first \$13,000 x 2 of salary
- Workers Comp - \$3.25 per \$100 of salary

Category	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost
<i>(Select from drop down box)</i>					
FICA/Medicare	FICA/Medicare – Jane Smith	\$57,200.00	0.0765	100%	\$4,375.80

Pension/ Retirement	Pension/ Retirement – Jane Smith	\$57,200.00	0.08	100%	\$4,576.00
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	24	100%	\$2,400.00
Life Insurance	Life Insurance – Jane Smith	\$10.00	24	100%	\$240.00
Dental Insurance	Dental Insurance – Jane Smith	\$5.00	24	100%	\$120.00
Unemployment Comp	Unemployment Comp – Jane Smith	\$26,000.00	0.112	100%	\$2,912.00

If a premium rate or fringe benefit percentage is expected to change during the contract period, a budget line item should be included to reflect the initial rate/percentage and to reflect the change in rate/percentage.

EXAMPLE 2 – Jane Smith’s two year salary is \$57,200. Her pension rate is expected to increase from 8% of salary to 8.15% of salary after 12 months of the contract period. In addition, her medical insurance premium is expected to increase from \$100/month to \$120/month after 12 months of the contract period (effective 1/1/2015).

Category	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost
<i>(Select from drop down box)</i>					
Pension/ Retirement	Pension/ Retirement – Jane Smith	\$28,600.00	0.08	100%	\$2,288.00
Pension/ Retirement	Pension/ Retirement – Jane Smith; 10/1/2015	\$28,600.00	0.0815	100%	\$2,330.90
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	12	100%	\$1,200.00
Medical Insurance	Medical Insurance – Jane Smith; 10/1/2015	\$120.00	12	100%	\$1,440.00

****THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.**

Personnel Benefits Justification:

- If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If personnel is less than 100%, the fringe benefits must be based upon the percent of time.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Personnel PRN/Overtime:

- PRN positions: Acronym stands for Latin word, "pro re nata," which translates to "as the situation demands." Staff in PRN positions work on an "as needed basis." PRN positions are budgeted positions; however, are considered "temporary employment." Consistent with temporary positions, staff in PRN positions is not eligible for most employment benefits.
- To include PRN/Overtime in your budget, click "Add". To include PRN/Overtime for more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Hourly PRN/Overtime Pay x Hours on Project.

EXAMPLE 1 – Kelly Smith will work approximately 200 hours of PRN/Overtime on the proposed project. Her PRN/Overtime hourly pay rate is \$22.00.

Name	Title	Hourly PRN Pay	Hours on Project	Total Cost
Kelly Smith	Advocate	\$22.00	200	\$4,400.00

If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial PRN/Overtime hourly pay and to reflect the increase in PRN/Overtime hourly pay.

EXAMPLE 2 – Kelly Smith expects a salary increase 12 months into the contract period. It is anticipated that she will work 100 hours during the first 12 months at an hourly rate of \$22.00/hour, and that she will work another 100 hours during the second 12 months at a an hourly rate of \$24.00/hour (effective 1/1/2015).

Name	Title	Hourly PRN Pay	Hours on Project	% Funding Requested	Total Cost
Kelly Smith	Advocate	\$22.00	100	100%	\$2,200.00
Kelly Smith – 1/1/2015	Advocate	\$24.00	100	100%	\$2,400.00

*****THE TEXT ENTERED UNDER THE NAME COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

Personnel PRN/Overtime Justification:

- If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.
- If a PRN/Overtime pay rate increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Personnel PRN/Overtime Benefits:

- To include a PRN/Overtime benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.

Refer to the Personnel Benefits section above for examples in completing this budget category. If a change in premium or fringe benefit percentage is expected during the contract period, be sure to include a budget line item to reflect the initial rate/percentage and to reflect the change in rate/percentage.

Personnel PRN/Overtime Benefits Justification:

- If PRN/Overtime benefits are included in the budget, provide justification for each PRN/Overtime benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Travel/Training:

Include any travel or training related costs for which funding is requested. Travel or training related costs may include, but not be limited to: registration fees, airfare/baggage, airport parking, lodging, hotel parking, meals, rental car and fuel, mileage, shuttles, taxis, tolls, fleet vehicle mileage, etc.

- To include travel- or training-related costs in the budget, click "Add". Repeat this step to include each expense.
- Registration fees should be included under this budget category.

- Due to the uncertainty of shuttles, taxis, toll roads, and parking, a “Miscellaneous” line can be included to lump these variable expenses. However, the travel justification must explain the “Miscellaneous” line.
 - State per diem rates may be found at <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
 - Lodging costs should be reasonably consistent with the State lodging rate.
 - Meal costs (tip included) may not exceed the State per diem rates for the specified location.
Alcoholic beverages must be excluded from requests for reimbursement.
- Travel must be by the most direct, practical route.
- The amount of mileage allowance shall not exceed \$0.37 per mile (**State Rate**). Incidentals will not be allowed. Agency travel policy will apply if such is more restrictive than those mentioned herein. The agency will need to attach their mileage policy.
- The Total Cost will automatically calculate as Unit Cost x Duration x Number.

EXAMPLE 1 – As an Advocate, Jane Smith is requesting to attend the 3-day Missouri Victim Services Academy (MVSA) training. She will need lodging for 4 nights at the State per diem rate of \$95.00/day, meals for 4 days at a State per diem rate of \$39.00/day, mileage allowance for driving her personal vehicle for 100 miles at \$0.37/mile, and registration costing \$130.

Item	Category (Select from drop down box)	Unit Cost (Amount or rate per mile, month, day, ticket, etc)	Duration (Number of months, miles, days, etc)	Number (Number of vehicles, people, rooms, etc)	Total Cost
MVSA - Lodging	Lodging	\$95.00	4	1	\$380.00
MVSA - Meals	Meals	\$39.00	4	1	\$156.00
MVSA – Mileage	Mileage	\$0.37	100	1	\$37.00
MVSA– Registration	Registration Fee	\$130.00	1	1	\$130.00

*****THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

Travel/Training Justification:

- If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.
- For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such. Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.
- Misc. training must receive prior approval from DPS.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Equipment:

- To include equipment in the budget, click "Add". To include more than one item, repeat this step for each budget item.
- Equipment is defined as tangible property, having a useful life of more than one year. Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible. Items not meeting these guidelines should be listed in the Supplies/Operations budget category.
- Vendor quotes, if available, may be uploaded under the “Other Attachments” component.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- Equipment costs should be reasonable and necessary to providing direct services to victims of crime.
- Any equipment requested should be prorated if used for purposes other than for providing direct services.

EXAMPLE 1 – Jane Smith requests to purchase a replacement desktop computer. The computer was priced from Dell at \$1,000 each, plus \$20 shipping.

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost
Desktop Computer	Dell	\$1,020.00	1	None	100%	\$1,020.00

*****THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

Equipment Justification:

- If equipment is included in the budget, provide justification for each item. Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Supplies/Operations:

- To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.

- Supplies/Operations must be prorated based on the proposed SASP budget.
- Membership dues, etc. cannot be requested (ineligible costs).
- The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing these items.
- The following list constitutes “Office Supplies” for the grant project. An “office supplies” line item can be included on the Supplies/Operations Budget Page in reference to this approved list. You do not need to list separately any of the items contained in the list.

If you are requesting funding for an item that is not contained within the list, you will need to show that item(s) separately on the Supplies/Operations line item.

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, toner and print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, flash drives and blank cd's, pencil/supplies holder, adding machine tape, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box, binders, calculators. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

EXAMPLE 1 – Jane Smith requests office supplies (pens, pencils, paper, toner cartridges, staples, paper clips, rubber bands, batteries, postage, etc) averaging \$25/month for the 24 month contract period.

EXAMPLE 2 – Jane Smith also requests office telephone service for the 24 month contract period, which is shared with the department but averages 50% usage towards the proposed project. The telephone service costs \$70/month.

EXAMPLE 3 – Jane Smith also requests internet service. The internet provider has indicated a rate increase from \$45/month to \$50/month after 12 months of the contract period (effective the October 2017 billing).

EXAMPLE 4 – Jane Smith also requests the Utilities (electric, water, sewer, and trash) be funded. **(Remember these items must be prorated)** These services average \$150/month. However, only 63% of the agency funding comes from SASP.

EXAMPLE 5 – Jane Smith requests Office Rent. **(Remember this item must be prorated)** The landlord has indicated a rate increase from \$400/month to \$450/month after 12 months of the contract period (effective October 2014). Remember only 63% of the agency funding comes from SASP.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost
Office Supplies	Monthly	\$25.00	24	100%	\$600.00
Office Telephone	Monthly	\$70.00	24	50%	\$840.00
Internet (Jan to Dec)	Monthly	\$45.00	12	100%	\$540.00
Internet (Jan to Dec)	Monthly	\$50.00	12	100%	\$600.00
Utilities (Electric, Water, Sewer, & Trash)	Monthly	\$150.00	24	63%	\$2,268.00
Office Rent (Jan to Dec)	Monthly	\$400.00	12	63%	\$3,024.00
Office Rent (Jan to Dec)	Monthly	\$450.00	12	63%	\$3,402.00

****THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.**

Supplies/Operations Justification:

- If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.
- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If your agency prorated any supplies, please explain.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Contractual:

- To include contractual services in the budget, click "Add". To include more than one type of contractual service, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- **The maximum amount that may be reimbursed for contractual expenses is \$56.25/hr or \$450 per day.**

EXAMPLE 1 – Jane Smith requests to hire a Therapist to counsel victims 60 hours and charges a rate of \$35/hour.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost
Therapist	Hourly	\$35.00	60	100%	\$2,100.00

*****THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

Contractual Justification:

- If contractual services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.
- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If contractual budget items are necessary for the SASP project, you must have a written contract for those services.
- A draft contract should be submitted with the application outlining what services will be performed, who will perform the requested contractual services, when they will be performed, and the rate at which they will be performed.
- A final signed contract for services must be submitted prior to reimbursement.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Then click the Save button:

Then Mark as Complete:

Cost Assumption:

Describe how the Project Agency plans to continue the activities of this project if SASP funds would no longer be available to the Project Agency.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button: in the upper Right hand corner:

Then Mark as Complete:

SASP Data Form:

- Complete the form by clicking Edit in the upper Right hand corner.
- Prorate the SASP Funds Requested by putting the percentage by the types of victims to be served: (Please give your best estimates.)
- Indicate the anticipated number of victims to be served by this SASP funded project:
- If a domestic violence shelter, indicate the anticipated breakdown of residential, non-residential victims to be served, and the anticipated number of bed nights provided for this SASP funded project:
- Then click Save to check you percentages.
- Make sure your percentages come out to 100%.

Then Mark as Complete:

Other Funding Sources:

This form should be used to list any other funds used for the grant project (i.e. any salary, fringe benefits, etc. not covered by the grant).

- To add Other Funding Sources, click Add in the upper left hand corner. Then click Save when finished.
- To add more Sources repeat the process above and click Save when finished.

Then Mark as Complete:

Audit Requirements:

This form is necessary for the Missouri Department of Public Safety to gather general audit information relating to your agency. If awarded federal/state grant funds under this application, you will be required, at a later date, to submit a copy of your agency's last financial audit if you meet the requirements.

- Complete the form

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Required Attachments: Scanner may be required

- To add Required Attachments, click on the attachment you would like to add and upload the document. Please scan named documents into one document. Then type the description of the document and then click Save when finished. **Please scan all like document into one file (i.e. all job description should be in one file)**
- To add more Attachments repeat the process above and click Save when finished.

Then Mark as Complete:

Other Attachments: Scanner may be required

- This attachment section is for any other information you would like to provide about your agency (i.e. surveys, victim letters). Please scan named documents into one document. To add Other Attachments, click on the attachment you would like to add and upload the document, type the description of the document and then click Save when finished. **Please scan all like document into one file (i.e. all job description should be in one file)**

- To add more Attachments repeat the process above and click Save when finished.

Then Mark as Complete:

Application Certified Assurances:

- This form should be completed by the Authorized Official.
- Complete the form

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

*Once all of the sections are “**Marked Complete**” please review all sections by printing out a copy of the application in the **Preview** look and proofing the application. Once you feel the application is ready for submission click the **Submit** button and wait for your confirmation.* **Once submitted, you may not make changes to the application.**

SUBMITTING THE APPLICATION

Applications must be submitted through WebGrants no later than 11:59 p.m. on September 18, 2015. Proposals cannot be submitted after this date and time so applicants are encouraged to begin the process immediately to meet the application deadline. Applications submitted through any means other than WebGrants will not be considered for funding.

NOTE: If the applicant experiences unforeseen **WebGrants technical issues** beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact the Department of Public Safety staff by email **within 24 hours after the deadline** and request approval to submit the application. In that email the applicant must include: **a description of the technical difficulties, a timeline of submission efforts, screen shot of the error code and any other information as necessary. DPS will then consider all submitted information to determine if the application will be accepted. Please send all emails to cvsu@dps.mo.gov**

The Applicant shall submit all data as requested and required within the application forms. Failure to submit all required data could disqualify the proposal from further consideration. Applicants will not be contacted if they fail to submit all required data.

A separate application must be submitted for each project (if the scope of the project differs).

NOTE: Portions of the application submitted under separate cover (letters of collaboration or missing sections of the application) will not be placed with the original application. Carefully review your application to ensure that all required forms and documentation are submitted with the original application and copies. DPS will not open, correct or send back any applications once submitted.

APPLICATION REVIEW PROCESS

Competitive Bid Process

A peer review panel of various individuals from the Missouri Department of Public Safety and individuals from outside the department who do not have a personal financial interest in this program will be convened to review all the proposals received by the deadline as indicated above.

The peer review panel changes for each grant process and from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints on the issues surrounding victim services is expressed and utilized in the evaluation process. The Department of Public Safety staff provides a source of continuity in the review panel process.

Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but not limited to:

- Underserved Populations
- Geographic Diversity
- Demonstration of need
- Score of Application
- Past Performance
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s);
- Demonstration that Victims of Crime Act grant monies will not be used to supplant state and local funds.
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- Demonstration that the applicant agency has identified support and contributions for this project from sources other than the Victim of Crime Act funds;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Experience and expertise of the agency in the field of victim services;
- Overall quality of the application.

Applicants will not be contacted if an item is missing from the application.

The Department of Public Safety is required to make award decisions based on a competitive bid process. The funding requests are often for two to three times the funds available to disperse. Because of these circumstances, the review panel is expected to make some very difficult decisions. With the final approval of the director/designee of the Department of Public Safety, applicants will be notified of the decisions made by the review panel. Applicants will also be provided information on strengths and issues/concerns with the application/project.

DEPARTMENT OF PUBLIC SAFETY CONTACTS

Any questions regarding the application or the administration of your contract may be directed to the Crime Victim Services Unit by phone: 573-526-1464 or E-mail: CVSU@dps.mo.gov

AWARD AND ACCEPTANCE OF CONTRACT

AWARD OF CONTRACT

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the *Award of Contract* document. This award document identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the Contract Period, amount of federal or state funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the *Award of Contract* document.

The contract between the DPS and the Sub-grantee shall consist of (1) the Request for Proposal/Application Packet and any amendments thereto, and (2) the proposal submitted by the Sub-grantee in response to the RFP And any approved amendments thereto. In the event of a conflict in language between the two documents Referenced above, the provisions and requirements set forth and /or referenced in the RFP shall govern. However, the DPS reserves the right to clarify any contractual relationship in writing with the concurrence of the Sub-grantee and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Sub-grantee's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern. The Sub-grantee is cautioned that his proposal shall be subject to acceptance by the DPS without further clarification.

ACCEPTANCE OF AWARD

To accept the grant award, the Contractor must print and return the following documents:

1. **Award of Contract** – this form must contain original signatures by the Authorized Official and Project Director, listed within the grant application, affirming acceptance of the award
2. **Application** – a copy of the submitted application must be printed from WebGrants to establish a file for the Missouri Department of Public Safety, Office of the Director
3. **Certified Assurances** – this form must contain original signatures by the Authorized Official and Project Director, listed within the grant application, certifying compliance with all federal or state laws, circulars, statutes, and guidelines and affirming they have read and will comply with all terms and conditions of the grant program. *If new or differing requirements have been imposed on the grant program since the time of application, the Certified Assurances form that must be signed may reflect those changes.*
4. **Financial and Administrative Guidelines** – These guideline must contain original signatures by the Authorized Official and Project Director, listed within the grant application, certifying compliance with all grant regulation listed in the guidelines (financial reporting, administrative record keeping, monitoring policies etc.)

These documents must be returned to the Missouri Department of Public Safety within 45 days from the date of award. No grant funds shall be disbursed to the Contractor until the above documents have been received by the Missouri Department of Public Safety, Office of the Director.

The Sub-grantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Sub-grantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Sub-grantee's performance under the contract, the Sub-grantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Sub-grantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives,

harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Sub-grantee under the terms of the contract.

The Sub-grantee agrees that they will represent themselves to be an independent Sub-grantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Sub-grantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

CANCELLATION CONDITIONS

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.