

State of Missouri
2016 State Services to Victims Fund (SSVF) Solicitation

Request for Proposal
Application Packet

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

DPS APPLICATION DEADLINE:

Applications must be submitted no later than 11:59 p.m. on February 6, 2015

WebGrants Deadlines:

Applicants must register no later than 11:59 p.m. on January 26, 2015
Applications must be submitted no later than 11:59 p.m. on February 6, 2015

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

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Program Description

State Services To Victims Funds

INTRODUCTION

The State's initial victim assistance program was established by the Missouri General Assembly under the auspices of the Department of Public Safety with the adoption of Section 595.050, RSMo in 1981. With the passage of Section 595.100, RSMo (1988), the State Services to Victims Fund was established. The State Services to Victims Fund (SSVF) consists of money collected pursuant to section 595.045, RSMo. Upon appropriation, this money shall be used solely for the administration of contracts for services to victims of crime pursuant to sections 595.050, 595.055, and 595.105, RSMo.

SOURCE OF FUNDS

The actual amount and availability of funds for the State Services to Victims Fund depends upon the appropriations provided by the General Assembly for each fiscal year, and upon the amount of monies collected and deposited into the State Services to Victims Fund established under section 595.100, RSMo. The source of the monies collected for SSVF is a court cost, assessed in any court in the state (including juvenile court), for violation of a criminal law of the State including an infraction and violation of a municipal or county ordinance.

Out of the funds collected, \$250,000 is allocated for the state forensic laboratories; in addition there is an annual appropriation for the Missouri Office for Victims of Crime and the maintenance of a victim notification system (MoVANS – Missouri Victim Automated Notification System). Beginning on September 1, 2004, and on the first of each month, the director of revenue, or the director's designee, shall deposit fifty (50) percent of the balance of funds available to the credit of the crime victims' compensation fund and fifty (50) percent to the State Services to Victims Fund established in section 595.100.

DEFINITIONS

Services to Victims Program refers to the program created by section 595.050, RSMo and administered by the Department of Public Safety for the purpose of establishing victim assistance programs.

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

Supplanting – using funds received through the **SSVF Program** to replace funds that would, in the absence of such federal aid, be made available for victim assistance. Therefore, **SSVF** 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), **SSVF** funds could be requested to cover costs up to the amount lost. The limited **SSVF** funds are not intended to replace local funds or other state and federal funds.

Crime – an act committed in this state which, if committed by a mentally competent, criminally responsible person who had no legal exemption or defense, would constitute a crime; provided that, such act involves the application of force or violence or the threat of force or violence by the offender upon the victim but shall include the crime of driving while intoxicated and vehicular manslaughter and hit and run; and provided, further, that no act involving operation of a motor vehicle except driving while intoxicated and vehicular manslaughter which results in injury to another shall constitute a crime for the purpose of sections 595.010 to 595.075, unless such injury was intentionally inflicted through the use of a motor vehicle. A crime shall also include an act of

terrorism, as defined in 18 U.S.C. section 2331, which has been committed outside of the United States against a resident of Missouri.

Direct Services to Victims of Crime – for the purposes of these program guidelines, direct services to victims of crime are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. These services include:

- **Crisis Intervention** – refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by qualified, trained staff or volunteers. Such intervention may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- **Follow up** – refers to in-person contacts, telephone contacts, and written communications with victims by qualified, trained staff or volunteers to offer emotional support, provide empathetic listening, check on a victim’s progress, etc.
- **Therapy/Professional Counseling** – refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members to provide emotional support in crisis arising from the occurrence of crime, provided by a professional therapist who is in compliance with the rules and regulations promulgated by the Missouri Department of Economic Development pertaining to a psychologist, counselor or social worker. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- **Group Treatment** – refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc., and is facilitated by qualified, trained staff or volunteers.
- **Shelter/Safe House** – refers to offering short-term and long-term housing and related support services to victims and families following victimization.
- **Information and Referral** – refers to in-person contacts with victims by qualified, trained staff or volunteers during which time services and available support are identified.
- **Criminal Justice Support/Advocacy** – refers to support, advocacy, and assistance provided to victims by qualified, trained staff or volunteers at any stage of the criminal justice process, to include post-sentencing services and support.
- **Emergency Legal Advocacy** – refers to the provision of information, assistance, support, accompaniment and intervention to the victim of a crime in filing temporary orders of protection, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions, **but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, divorce proceedings, etc.**
- **Assistance in Filing Compensation Claims** – includes 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 victim.

- **Victim/Personal Advocacy** – assisting the victim of crime and his/her dependents to acquire services from existing community resources.
- **Telephone Contact** – refers to contact with victims by qualified, trained staff or volunteers during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
- **Other** – refers to other SSVF allowable services and activities not listed.
- **Director** – the director of the Missouri Department of Public Safety or a person designated by him for the purposes of sections 595.010-070.
- **Victim** – person who has suffered harm, including physical or mental injury, emotional suffering, 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.
- **Dependent** – mother, father, spouse, spouse's mother, spouse's father, child, grandchild, adopted child, illegitimate child, niece or nephew, who is wholly or partially dependent for support upon, and living with, but shall include children entitled to child support, but not living with, the victim at the time of his injury or death due to a crime alleged in a claim pursuant to sections 595.010 to 595.070.
- **Family** – the spouse, parent, grandparent, stepmother, stepfather, child, grandchild, brother, sister, half brother, half sister, adopted children of parent, or spouse's parents of the victim.
- **Underserved Victims** – in addition to victims considered previously underserved by type of crime committed against them (victims of drunk driving crashes, survivors of homicide victims, adult survivors of incest, and victims of burglary), “underserved victims may also be defined by demographic characteristics such as their status as senior citizens, non-English speaking residents, disabled persons, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.
- **Offender** – a person who commits a crime.
- **Personal Injury** – actual bodily harm only with respect to the victim; personal physical injury may include mental or nervous shock resulting from the specific incident upon which the claim is based.
- **Private Agency** – a nonprofit corporation, in good standing in this state, which provides services to victims of crime and their dependents.
- **Public Agency** – a part of any local or state government organization that provides services to victims of crime.
- **Survivor** – the spouse, parent, legal guardian, grandparent, sibling or child of the deceased victim of the victim’s household at the time of the crime.

ELIGIBLE SUBGRANTEE ORGANIZATIONS

As stated in section 595.050, RSMo, public and nonprofit private agencies are eligible to apply for funds available through the State Services to Victims Fund grant program. Public, governmental agencies may not receive SSVF grant program funds to supplant existing funds that are presently being used to provide assistance to victims of crime. SSVF grant program funds are intended to start new programs or to expand/enhance existing programs. In addition, non-profit agencies must have a 501(c) (3) status to be eligible to receive funds. In addition to victim service organizations whose sole purpose is to serve crime victims, there are many other public agencies and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive SSVF grant funds, if the funds are used to expand or enhance the delivery of crime victim's services. These organizations include, but are not limited to:

1. **Criminal Justice Agencies.** Such agencies as law enforcement organizations, prosecutors' offices, court, and corrections departments are eligible to receive SSVF grant funds to help pay for victim services. In general, SSVF grant funds may be used to provide crime victim services that exceed a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may not be paid for with SSVF grant funds.
2. **Religiously Affiliated Organizations.** Such organizations receiving SSVF grant funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
3. **Others.** State and local public agencies such as hospitals and emergency medical facilities, mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims.

ELIGIBILITY REQUIREMENTS

1. The public or nonprofit private agency receiving assistance from the State Services to Victims Fund will be responsible for the development and implementation of a record-keeping system, based on the following criteria, to verify the eligibility of victims of crime and/or their dependents to receive services:
 - a. The crime must have been committed in Missouri, or the crime victim must be a resident of Missouri;
 - b. The crime must have involved the threat or the use of force or violence in its commission;
 - c. The crime must have been reported to an appropriate law enforcement office within forty-eight (48) hours after the victim of the crime, a dependent, or a member of the family of the victim could reasonably be expected to make a report;
 - d. The victim of the crime cannot be the perpetrator or a principal or accessory involved in the commission of the crime for which he/she otherwise would have been eligible for assistance under the State Services to Victims Program.
 - e. Injuries sustained by the victim of crime cannot be a result of the operation of a motor vehicle, boat or airplane unless the same was used as a weapon, in a deliberate attempt to inflict personal injury upon any person, or unless the victim was injured as a result of the crime of driving while intoxicated, vehicular manslaughter, or hit and run.

2. Sub-recipients must provide services to victims through the SSVF funded program free of charge.
3. The applicant agency is encouraged to include provisions to assist crime victims in seeking available crime victim compensation benefits by coordinating its activities with the State Crime Victims' Compensation Program within the Department of Public Safety. The telephone number for the State Crime Victims' Compensation Office is (573) 526-6006 or 1-800-347-6881.
4. The applicant agency must also promote, within the community served, coordinated public and private efforts to aid crime victims so that the best interests of the crime victims are served and interagency communication is enhanced.

ALLOWABLE SERVICES, ACTIVITIES, & COSTS

1. Provide Effective Services to Victims of Domestic and/or Sexual Violence. If the Sub-grantee provides services to battered women and their children, they shall comply with the service definitions set forth by the **Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs**, as they relate to the provision of services required herein. In the event of a conflict in language between the mandatory provisions and requirements outlined with the contract and the aforementioned definitions and provisions set forth by **MCADSV**, the provisions and requirements set forth and /or referenced in the contract shall govern.

All other agencies (those **not** primarily serving victims of domestic and/or sexual violence) will be required to comply with the new **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.)

2. Allowable Costs for Direct Services. Allowable services include direct services to victims of crime and training for staff and volunteers in the area of direct services. The following is a list of services for which the State Services to Victims Program funds may be used.

- a. **Services** which immediately respond to the urgent emotional and/or physical needs of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline intervention; emergency clothing, transportation and shelter; emergency legal assistance; and other emergency services that are intended to restore the victim's sense of dignity, self-esteem, and coping mechanisms.
- b. **Services** and activities that assist the victims of crime in understanding the dynamics of victimization and in stabilizing their lives such as follow-up counseling, group treatment, therapy, etc.
- c. **Services** directed to the needs of the **victims** (not witnesses) within the criminal justice system or process (but not directed to the needs of the criminal justice system). These services may include criminal justice support and court related services such as accompaniment to law enforcement offices, court, etc.; transportation to court; childcare while in court; trial notification and case disposition information; restitution advocacy; assistance with victim impact statements; and parole notification.

**Please note, a prosecution-based victim assistance unit must provide those eligible services included in the Constitutional Amendment for Victims Rights as outlined in Section 595.209, RSMo. Services directed to witnesses, who are not victims of crime, are not eligible services.*

- d. **Services** that offer an immediate measure of safety to crime victims such as preventing the immediate re-burglarization by boarding-up windows, replacing or repairing locks, etc.

- e. **Services** which assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim to intervene with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assistance in filing for compensation benefits; helping to apply for public assistance; managing the overall service and informational needs on behalf of the crime victim until such time that the victim can assume these responsibilities; etc.
- f. **Training** – This service shall include training programs that improve the service skills of persons who provide direct services to crime victims. **Training that does not pertain to providing direct services to victims of crime is not an allowable cost and cannot be attended by grant funded personnel on grant time.**
- g. **Printing and Distribution/Public Notification** – This service includes brochures and similar announcements describing the direct services available and how to obtain a program's assistance, and similar public notification efforts intended to recruit volunteers.
- h. **Other** – Other direct services to victims of crimes not specifically mentioned previously may be provided, and eligibility will be considered.

3. Eligible Cost Items. SSVF grant funds shall be utilized only for the following allowable cost items.

- a. **Travel** - Transportation costs for victim assistance related activities for victims of crime, local travel expenses for direct service providers, as well as reasonable and necessary travel costs related to staff participation in eligible training programs. Travel costs are provided on a reimbursement basis and must be documented by mileage logs or voucher logs/receipts.
 - i. The allowable mileage rate is the current State of Missouri mileage reimbursement rate or the Applicant Agency rate – whichever is lower. If an agency requests mileage reimbursement in this contract, a copy of the agency policy regarding mileage reimbursement should be included with the application.
 - ii. Per Diem rate for meals is the current State of Missouri meal reimbursement rate or the Applicant Agency rate – whichever is lower. If an agency requests meal reimbursement in this contract, a copy of the agency policy regarding meal reimbursement should be included with the application.
 - iii. Reimbursement of conference registration fees, mileage, airfare, meals, lodging, etc., cannot be requested until after the travel has occurred.
- b. **Personnel** - Salaries of staff to coordinate delivery of the SSVF project, or to provide direct services to eligible victims of crime. Unless otherwise stated, most fringe benefits are also eligible.
 - i. All SSVF staff must keep thorough time and activity sheets that detail the services provided and support 100% of their time, **regardless of how much time is spent on SSVF activities.**
 - ii. Grant funded employees must be provided the same rights and benefits as other non-grant funded agency employees.
- c. **Equipment** - Equipment necessary to provide direct services to victims such as computers, printers, copiers, office furniture, etc. If the equipment is not used solely for this program, the costs associated with the equipment must be prorated for the SSVF grant program. For instance, if the SSVF program accounts for 10% of the agency's overall budget, then 10% of the cost of a new copier may be attributed to SSVF; if an employee is funded 70% through SSVF, 70% of a new computer for that employee may be attributed to SSVF.
- d. **Supplies/Operating Expenses** - Expenses necessary to the operation of the program such as rent, utilities, telephone, internet, brochures which describe available services, books and other victim-related

materials, printing, postage, office supplies, etc. which are directly attributable to the performance of direct services to victims of crime. **These costs must be pro-rated based upon the requested SSVF budget.** For example, an agency's income totals \$100,000. The agency requests \$25,000 through the SSVF grant program; therefore the prorated amount would be 25%.

- e. **Contractual Expenses** – SSVF funds generally should not be used to support contract services. At times, however, it may be necessary for SSVF sub-grantees to use a portion of the SSVF grant to contract for specialized services. Examples of these services include emergency psychological or psychiatric services; sign and/or interpretation for the hearing impaired/deaf or for crime victims whose primary language is not English. Contractual expenses must be supported with documentation of time spent on eligible activities and the reimbursement for that time. Current contractual agreement must be submitted.
- f. **Audit Cost** – If an agency receives over \$250,000 in **State** funds (from any funding source) the agency is required to submit an audit. A prorated amount for this audit may be reimbursed by the SSVF grant program and must be included in the agency's original proposal.

UNALLOWABLE SERVICES, ACTIVITIES, & COSTS

The applicant may not conduct the following services or 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.):*

- **Lobbying** and administrative advocacy for victim legislation or administrative reform, whether conducted directly or indirectly.
- **General Criminal Justice Agency Improvements** or programs where crime victims are not the sole or primary beneficiaries.
- **Witness Management or Notification Programs** - Victim/Witness assistance programs that provide both victim services and witness notification services may receive funding support **only for that portion of the program that provides direct services to crime victims.**
- **Needs Assessments**, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, special commissions, etc., which study and/or research a particular victim issue.
- **Management Training** aimed at persons who do not provide direct services to crime victims.
- **Criminal Justice Activities** aimed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities; expert testimony at a trial; victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses; victim protection costs; etc., which are considered the criminal justice agency's responsibility.
- **Fundraising Activities**, to include attending pre-bid seminars and grant writing activities.
- **Nursing Home Care**, home health-care costs, inpatient treatment, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. SSVF Program funds cannot support medical costs regardless of whether or not these costs are a result of victimization.

- **Administrative Duties**, i.e., accounting, supervisory duties, upper management responsibilities, etc, unless, and to the extent that, these expenses are incurred while providing direct services to crime victims, processing paperwork or providing training and/or technical assistance through an approved SSVF project.
- **Crime Prevention Programs** and other activities intended to educate the community on the prevention of crime and to raise the public's consciousness regarding crime.
- **Perpetrator Rehabilitation** and counseling. Sub-recipients cannot use SSVF Program funds to offer rehabilitative services to offenders. SSVF Program funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

State funds shall not be utilized for the following cost items. (*This list may not be all-inclusive.*):

- **Construction** or renovation costs.
- **Acquisition Cost** of real estate property.
- **Indirect Organizational Costs** such as liability insurance on buildings and vehicles; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; construction costs; salaries of management staff; accounting services; etc.
- **Large Items of Equipment** including, but not limited to, vehicles, security systems, etc.
- **Salaries**, fees, and reimbursable expenses associated with *administrators*, board members, executive directors, consultants, coordinators, and others unless, and to the extent that, these expenses are incurred while providing direct services to crime victims, processing paperwork or providing training and/or technical assistance through an approved SSVF project.
- **The Salary** or expenses of any applicant, or agent acting for the applicant, to engage in any activity designed to *influence legislation* or appropriations pending before the Missouri General Assembly or United States Congress.
- **Vehicles** purchased or leased.
- **Relocation Expenses** such as moving expenses, security deposits on housing, ongoing rent, mortgage payments; however, funds may be used to support staff time in locating resources to assist victims with these expenses.
- **Professional Dues**, subscriptions, and memberships.
- **Property Loss** such as reimbursing the victims for insurance deductibles, replacing stolen property, paying funeral expenses, lost wages, and medical bills.
- **Employee bonuses.**

CONFIDENTIALITY

Information related to the provision of services under this program must be kept in strict confidence. Other than the reports submitted to the Department of Public Safety, Office of the Director, the applicant cannot publish,

reproduce, or otherwise divulge such information unless prior approval is received from the Department of Public Safety, Office of the Director. Applicants shall take such reasonable measures as are necessary to restrict access to information in their possession, to those employees who must have the information on a "need-to-know" basis, and the applicant agrees to notify, in writing, the Department of Public Safety, Office of the Director, should a breach to this requirement be suspected or determined. Nothing in this requirement shall be construed to seek a breach of client confidentiality as now exists between client and counselor except as mandated by the laws of the State of Missouri, i.e., Child Abuse Hotline.

CONTRACT PERIOD

The contract period for approved projects is July 1, 2015 through June 30, 2017.

MONITORING

All contracts funded will be monitored as deemed necessary by the Department of Public Safety and agencies addresses may be required when DPS is completing a statewide assessment on services location bi-annually. Agencies may be monitored annually through either an on-site monitoring visit or through "desk-top" monitoring. The Subgrantee agrees to allow reasonable and timely site visits by the Department of Public Safety and further agrees to make available upon request any personnel and/or records required to be maintained by this agreement.

Nothing in this guideline precludes the Department of Public Safety from conducting a site-visit, desk monitoring or statewide assessment 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.

*** ALL SHELTER LOCATIONS WILL BE KEPT CONFIDENTIAL***

PERFORMANCE REPORT REQUIREMENT

Recipients of SSVF funds will be required to submit a performance report to the Department of Public Safety at the end of the contract period for the preceding fiscal year. The performance report will be due by July 15th each year. Failure to submit the Performance Report by that date could result in new contract funds being withheld until the report is received. The performance report can be viewed on our website at: <http://www.dps.mo.gov>.

Grant Application Instructions

Applications for SSVF 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.

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, February 2, 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 on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a required component to receiving SSVF 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 SSVF funded project. Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular 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:

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.

GOAL: The goal of the State Services to Victims Fund Program (SSVF) is to support and aid victims of crime as they move through the criminal justice system, to provide them with the assistance and services necessary to speed their recovery from a criminal act, to assist any person in Missouri who has suffered, directly or indirectly, a physical, emotional, or personal loss as a result of a criminal act, and to coordinate with other community agencies to ensure continuity of support for victims.

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

- To add Objectives click Add in the upper right hand corner. Select organization type. Select Objective. Then click the Save button when finished. **Agencies must have at least 5 objectives**
- To add more Objectives 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. 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. 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.**

- 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:

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 <i>(Select from drop down box)</i>	Employment Status <i>(Select from drop down box)</i>	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Federal/ State Share
Jane Smith	Advocate	Retained	FT	\$1,100.00	52	100%	\$57,200.00	\$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 7/1/2016).

Name	Title	Position <i>(Select from drop down box)</i>	Employment Status <i>(Select from drop down box)</i>	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Federal/ State Share
Jane Smith-- 7/1/2015	Advocate	Created	FT	\$2,000.00	12	100%	\$24,000.00	\$24,000.00
Jane Smith – 7/1/2016	Advocate	Created	FT	\$2,060.00	12	100%	\$24,720.00	\$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 not included in the budget, leave this section blank.

- 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.

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.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- 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.
- Some fringe benefits may be combined into one line item, i.e. FICA/Medicare, Workers Comp, Pension, and Unemployment Ins. You may combine lines only if the category has the same rate for all employees.

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 <i>(Select from drop down box)</i>	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Federal/ State Share
FICA/Medicare	FICA/Medicare – Jane Smith	\$57,200.00	0.0765	100%	\$4,375.80	\$4,375.80
Pension/ Retirement	Pension/ Retirement – Jane Smith	\$57,200.00	0.08	100%	\$4,576.00	\$4,576.00
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	24	100%	\$2,400.00	\$2,400.00
Life Insurance	Life Insurance –	\$10.00	24	100%	\$240.00	\$240.00

	Jane Smith					
Dental Insurance	Dental Insurance – Jane Smith	\$5.00	24	100%	\$120.00	\$120.00
Unemployment Comp	Unemployment Comp – Jane Smith	\$26,000.00	0.112	100%	\$2,912.00	\$2,912.00
Workers Comp	Workers Comp – Jane Smith	\$57,200.00	.0325	100%	\$1,859.00	\$1,859.00

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 \$105/month after 12 months of the contract period (effective 7/1/2016).

Category (Select from drop down box)	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Federal/ State Share
Pension/ Retirement	Pension/ Retirement – Jane Smith	\$28,600.00	0.08	100%	\$2,288.00	\$2,288.00.00
Pension/ Retirement	Pension/ Retirement – Jane Smith; 7/1/2016	\$28,600.00	0.0815	100%	\$2,330.90	\$2,330.90
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	12	100%	\$1,200.00	\$1,200.00
Medical Insurance	Medical Insurance – Jane Smith; 7/1/2016	\$105.00	12	100%	\$1,260.00	\$1,260.00

*****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 not included in the budget, leave this section blank.
- 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.

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 and tuition 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 <http://oa.mo.gov/acct/MealPerDiemJan2011.htm>
 - 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, if included in the meal receipt, 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.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

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	Federal/State Share
MVSA - Lodging	Lodging	\$95.00	4	1	\$380.00	\$380.00
MVSA - Meals	Meals	\$39.00	4	1	\$156.00	\$156.00
MVSA – Mileage	Mileage	\$0.37	100	1	\$37.00	\$37.00
MVSA– Registration	Registration Fee	\$130.00	1	1	\$130.00	\$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 not included in the budget, leave this section blank.
- 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.

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.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- 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	Federal/State Share
Desktop Computer	Dell	\$1,020.00	1	None	100%	\$1,020.00	\$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 not included in the budget, leave this section blank.
- 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.

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.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Supplies/Operations must be prorated based on the proposed SSVF 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 July 2016 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 SSVF.

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 July 2016). Remember only 63% of the agency funding comes from SSVF.

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

Office Rent (July to June)	Monthly	\$450.00	12	63%	\$3,402.00	\$3,402.00
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****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 not included in the budget, leave this section blank.
- 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.

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 Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- **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	Federal/State Share
Therapist	Hourly	\$35.00	60	100%	\$2,100.00	\$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 not included in the budget, leave this section blank.
- 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 SSVF 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.

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 SSVF 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:

SSVF Data Form:

- Complete the form by clicking Edit in the upper Right hand corner.
- Prorate the SSVF Funds Requested by putting the percentage by the types of victims to be served: (Please give your best estimates.)
- Prorated Amounts and % of Underserved (\$ and % must equal \$ and % of Total Underserved and Other above):
- Indicate the anticipated number of victims to be served by this SSVF 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 SSVF 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:

- To add Required 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:

Other Attachments:

- This attachment section is for any other information you would like to provide about your agency (i.e. surveys, victim letters). 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 victim letters 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:

The application and many of the grant documents submitted via DPS WebGrants contain an electronic signature. This electronic signature, which is the typed name of the applicant Authorized Official in lieu of a signature, assures the veracity of all information provided in any such application or grant document.

*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 February 6, 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.

APPLICATION REVIEW PROCESS

Competitive Bid Process

A 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 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.

In evaluating each application, both objective analysis and subjective judgment shall be used in conducting an assessment of the proposal in accordance with the grant guidelines in addition to the following criteria:

- Underserved Populations;
- Geographic Diversity;
- Score of Application;
- Demonstration of need;
- 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 State Services to Victims Fund grant monies will not be used to supplant state and local funds (local units of government only) or that nonprofit agencies adequately demonstrated the justification for receiving SSVF to replace other funds previously used for the program;
- 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 State Services to Victims Fund;
- 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 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 Department of Public Safety staff person indicated below at (573) 526-1464. 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.