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2017 Victims of Crime Act (VOCA) Notice of Funding Opportunity

CFDA #16.575

Project Period:
October 1, 2017 to September 30, 2019

WebGrants Deadline:
Applications must be submitted no later than **5:00 p.m. on June 2, 2017**
<https://dpsgrants.dps.mo.gov>

Victims of Crime Act (VOCA) Notice of Funding Opportunity

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GENERAL PROGRAM GUIDELINES

I. OVERVIEW:

The Victims of Crime Act (VOCA) of 1984 was passed by Congress to assist states in providing high quality services that are directly related to the emotional healing and recovery of crime victims. The U.S. Department of Justice, Office for Victims of Crime (OVC), administers these funds at the federal level, and the Missouri Department of Public Safety, Crime Victim Services Unit administers the VOCA funds at the state level.

The Office for Victims of Crime makes annual VOCA Crime Victim Assistance grants available to the states. The primary purpose of these grants is to support the provision of direct services to victims of crime throughout the nation, to assist victims of crime as soon as possible in order to reduce the severity of the psychological and emotional consequences of the victimization, and to demonstrate on-going support for the victim in coping with the impact of the victimization.

Each subrecipient of VOCA funds must abide by the statutory requirements of VOCA and OVC Guidelines as outlined in this Notice of Funding Opportunity and shall refer to the following documents or call Missouri Department of Public Safety, Crime Victim Services Unit if questions still exist:

- [42 U.S.C. 10601-10608](#) specifically sections 10603 and 10604
- [C.F.R. Title 28 Part 94 preamble and rule/regulation](#) , or [C.F.R. Title 28 Part 94](#)
- [2 C.F.R. part 200](#)
- [2 C.F.R. part 2800](#)
- [DOJ Grants Financial Guide](#)
- [DPS Financial and Administrative Guide](#)
- [MO Dept. of Public Safety CVSU Program Standards and Guidelines for Subrecipients](#)
- [MO Dept. Public Safety CVSU Code of Professional Ethics for Victim Service Provider Subrecipients](#)

II. FUNDING ALLOCATION:

The Victims of Crime Act – Victim Assistance Program is funded by the Crime Victims Fund through fines, penalties, and forfeitures collected from persons convicted of offenses against the United States.

As directed by OVC, (94.104(a)) a minimum of forty percent (40%) of total funds shall be distributed and allocated to specified areas and furthermore, priority for funding will be given to programs which serve one or more of those specified below.

VOCA’s three priority categories 94.104(b) – victims of sexual assault, spousal abuse (includes domestic and intimate partner violence), and child abuse shall receive ten percent (10%) each; and additionally, at least ten (10%) will go to programs that serve victims determined to have previously been underserved (94.104(c)) as identified by the Director of Public Safety or his/her designee.

VOCA funds awarded to the State, and by the State to eligible crime victim assistance programs, will not be used to supplant public funds (*State and local government funds*) otherwise available for crime victim assistance (94.103(b) (3)). The State has the sole discretion to determine which organizations will receive funds, and in what amounts.

Federal grants to the State of Missouri and the rules which govern their distribution are received on an annual basis. Awards to subrecipients are made through a competitive process (94.104(e) (2)) as outlined in this Notice of Funding Opportunity. Therefore, no project is guaranteed funding.

III. ELIGIBLE APPLICANTS:

Funds will be subgranted to eligible public and nonprofit organizations or combinations of such agencies or organizations or of both such agencies and organizations, who provide direct services to victims of crime.

The State of Missouri requires that to be eligible to receive VOCA funding, an organization must provide services to crime victims and be operated by a public agency or nonprofit organization. Eligible organizations include victim service organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, elder abuse programs, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

Other organizations operating as a “pass through” or “conduit” entity may also be eligible per 28 C.F.R. 94.103(c) if the entity can prove they have the ability, capacity and willingness to comply with the added duties and responsibilities listed in 2 C.F.R. 200, specifically 200.331.

- A. Eligible programs.** (94.112) Eligible programs are not limited to entities whose sole purpose is to provide direct services. There are special considerations for certain types of entities, as described below:

(1) Faith-based and neighborhood programs. State Administering Agencies (SAA) may award VOCA funds to otherwise eligible faith-based and neighborhood programs, but in making such awards, SAA’s shall ensure that such programs comply with all applicable federal law, including, but not limited to, part 38 of this chapter.

(2) Crime victim compensation programs. SAA’s may provide VOCA victim assistance funding to compensation programs only for the purpose of providing direct services that extend beyond the essential duties of the staff administering the compensation program; services may include, but are not limited to, crisis intervention; counseling; and providing information, referrals, and follow-up for crime victims.

(3) Victim service organizations located in an adjacent State. SAA’s may award VOCA funds to otherwise eligible programs that are physically located in an adjacent State, but in making such awards, the SAA shall provide notice of such award to the SAA of the adjacent State, and coordinate, as appropriate, to ensure effective provision of services, monitoring, auditing of federal funds, compliance, and reporting.

(4) Direct service programs run by the SAA. SAA’s may fund their own direct services programs, but, under § 94.104(f), may allocate no more than ten percent of the VOCA grant to such programs, and each such program shall adhere to the allowable/unallowable cost rules for subrecipient projects set out in this subpart at §§ 94.119 through 94.122.

B. Organizational capacity of the program

- (1)** Record of effective services to victims of crime and support from sources other than the Crime Victims Fund.
- (2)** Substantial financial support from sources other than the Crime Victims Fund.

IV. REQUIREMENTS FOR ELIGIBLE APPLICANTS:

VOCA funds are to be awarded to Subrecipients for providing direct services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Public Agency or Nonprofit Organization.** To be eligible to receive VOCA funds, organizations must be operated by a public agency or a nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provide services to victims of crime.
- **A DUNS number is required.** All applicants under this Notice of Funding Opportunity must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/>
- **Acquire or Renew Registration with the System for Award Management (SAM) - Formerly known as CCR (Central Contractor Registration) Database.** In addition to the DUNS number requirement, OJP requires that all applicants for federal financial assistance maintain current registrations in the **System for Award Management (SAM)** database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. Please note, applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.sam.gov
- **Record of Effective Services 94.112 (b) (1).** A program has demonstrated a record of effective direct services and support from sources other than the Crime Victims Fund when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from sources other than the Crime Victims Fund.
- **Substantial financial support from sources other than the Crime Victims Fund 94.112(b) (2).** A program has substantial financial support from sources other than the Crime Victims Fund when at least twenty-five percent of the program's funding in the year of, or the year preceding the award comes from such sources, which may include other federal funding programs. If the funding is non-federal (or meets the DOJ Grants Financial Guide exceptions for using federal funding for match), then a program may count the used funding to demonstrate non-VOCA substantial financial support toward its project match requirement.
- **New Programs (94.112).** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that at least twenty-five percent of the program's funding in the year of, or the year preceding the award, comes from such sources, which may include other federal funding programs. If the funding is non-federal (or meets the DOJ Grants Financial Guide exceptions for using federal funding for match), then a program may count the used funding to demonstrate non-VOCA substantial financial support toward its project match requirement.
- **Program Match Requirements (94.118).** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of not less than 20% (cash or in-kind) of the total cost of the VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from nonfederal sources, except as may be provided in the DOJ Grants Financial Guide. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis; match used on one federal grant cannot also be used as match on another federal grant.
- **Volunteers 94.113(a).** Programs shall use volunteers, to the extent required by the state, in order to be eligible for VOCA funds. The Director of Public Safety or his/her designee, may waive this requirement, provided that the program submits written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrate why circumstances prohibit the use of volunteers, to the satisfaction of the Director. Subrecipients

must utilize volunteers in the provision of services in order to receive VOCA funds; however, the use of volunteer time as match on the VOCA grant is not required, but is allowed.

- **Promote Community Efforts to Aid Crime Victims 94.113(c).** Community coordinated public and private efforts to aid crime victims may include, but are not limited to, serving on federal, State, local, or tribal work groups to oversee and recommend improvements to community responses to crime victims, and developing written agreements and protocols for such responses.
- **Assistance to victims in applying for compensation 94.113(d).** Assistance to potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits may include, but are not limited to, referring such potential recipients to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims' compensation program. The applicant agency must include provisions to assist victims in seeking crime victim compensation benefits by coordinating its activities with victim's compensation, which is operated by the Department of Public Safety. The **telephone number** for the State Victims Compensation Office is **(573) 526-6006 or 1-800-347-6881**.
- **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of VOCA, the [Program Guidelines](#), [2 CFR 200](#), [2 CFR 2800](#) and the requirements of the [OJP Financial Guide](#), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim 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.
- **Maintain Civil Rights Information.** Maintain by contract period, statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability; and permit reasonable access to 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.
- **Discrimination prohibited (94.114).** No person shall on the grounds of race, color, religion, national origin, handicap, or sex be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with, any undertaking funded in whole or in part with sums made available through this grant; additionally, compliance is required with 42 U.S.C. 10604 and 28 CFR part 42 as well as such guidance as may be issued from time to time by the Office for Civil Rights within the Office of Justice Programs.
- **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 VOCA funds as requested.
- **Eligible Victims (94.116).** Subrecipients shall provide direct services and fund supporting and administrative activities only as set forth in [28 C.F.R. 94](#). The State shall ensure that VOCA subrecipients obligate and expend funds in accordance with VOCA rules. Subrecipients must provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law. Subrecipients may provide direct services regardless of a victim's participation in the criminal justice process. Victim eligibility under this program for direct services is not dependent on the victim's immigration status.
- **Cost for VOCA-Funded Services (94.117).** Subrecipients must provide services to crime victims, at no charge, through any VOCA-funded project. Any deviation from this provision requires prior written request by the applicant and written waiver approval by the Director of the Missouri Department of Public Safety.

- The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical, and financial losses. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.
 - Considerations for waiver. In determining whether to grant a waiver under this section, the Director will consider whether charging victims for services is consistent with the project's victim assistance objectives and whether the subrecipient is capable of effectively tracking program income in accordance with financial accounting requirements.
- **Client-Counselor Confidentiality (94.115).** Maintain confidentiality of client-counselor information, as required by state and federal law and as specified in [28 C.F.R. 94.115](#) and further discussed elsewhere in this Notice of Funding Opportunity.
 - **Confidentiality of Research Information (94.115)** Except as otherwise provided by Federal law, no recipient of funds under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at [42 U.S.C. 10604](#).

See also Program Specific Grant Guidelines Section XI. [Confidentiality and Non-Disclosure](#)

V. **INELIGIBLE APPLICANTS:**

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

- I. **Federal Agencies** This includes U.S. Attorney Offices and FBI Field Offices. Receipt of VOCA 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 recipients of VOCA victim assistance grant funds.
- II. **In-Patient Treatment Facilities.** For example, those designed to provide treatment to individuals with drug, alcohol, and /or mental health-related conditions.
- III. Agencies that are otherwise ineligible for public grant funds for any reason.

VI. **ELIGIBLE PROGRAMS:**

VOCA funds can be used for direct services to victims, certain activities supporting direct services to victims and certain administrative cost that fit in one of the following categories that are specifically outlined, defined and described in [28 C.F.R. part 94, specifically 94.119- 94.121](#). They include but are not limited to the following:

A. **Direct Services (94.119):**

1. Services that respond to the immediate emotional, psychological, physical health and safety of victims;
2. Personal advocacy and emotional support services;
3. Mental health counseling and care including, but not limited to, out-patient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;
4. Peer-to peer support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;

5. Facilitation of participation in criminal justice proceedings and other public proceedings that arise from being the victim of a crime;
6. Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services are discussed in 94.119;
7. Forensic medical evidence collection examinations for victims to the extent that other funding sources such as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Subrecipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Subrecipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners;
8. Forensic interviews with parameters discussed in 94.119;
9. Transportation of victims to receive services and to participate in criminal justice proceedings
10. Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;
11. Transitional housing subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;
12. Relocation - Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

B. Activities that Support Direct Services (94.120):

1. Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators;
2. Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services;
3. Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
4. Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
5. Purchase of automated systems and technology subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the State;
6. Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers;
7. Certain pre-approved activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peace-keeping activities, if such meetings

are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims.

C. Subrecipient Administrative Costs (94.121):

1. Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance;
2. Training exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training;
3. Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff;
4. Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims;
5. Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share* of an item that is not used exclusively for victim-related activities;
6. Operating costs including but are not limited to: supplies; equipment use fees; property insurance; printing, photocopying, and postage; courier service; brochures that describe available services; books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of websites and social media; and essential communication services, such as web hosts and mobile device services.
7. Costs of administrative time spent performing certain tasks to include, but not limited to: completion of time and attendance sheets and other programmatic documentation, victim record collection and maintenance, victim satisfaction surveys, needs assessments to improve service delivery and prorated share for cost of audits;
8. Costs of leasing or purchasing vehicles, as determined by the State after considering, at a minimum, if the vehicle is essential to the provision of direct services;
9. Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the State after considering, at a minimum, if other sources of funding are available;
10. Project evaluation—Costs of evaluations of specific projects (in order to determine their effectiveness), within the limits set by the State.

VII. ELIGIBLE BUDGET CATEGORIES (WebGrants):

Applicants may request funding under the following approved budget categories:

- ☐ Personnel
- ☐ Personnel Benefits
- ☐ PRN Personnel
- ☐ PRN Benefits
- ☐ Volunteer (Match)
- ☐ On Call Volunteer (Match)
- ☐ Travel/Training
- ☐ Equipment
- ☐ Supplies/Operations
- ☐ Contractual
- ☐ Indirect costs

VIII. INELIGIBLE and EXPRESSLY UNALLOWABLE ACTIVITIES AND COSTS:

Ineligible activities and costs include, but are not necessarily limited to, the following (94.122):

- ☐ Lobbying ([18 U.S.C. 1913](#))
- ☐ Research and studies except for project evaluation as allowed under 94.121(j)
- ☐ Active investigation and prosecution of criminal activity
- ☐ Fundraising
- ☐ Capital expenses
 - except as specifically allowed elsewhere in 28 C.F.R. part 94, such as ADA compliance modifications
- ☐ Compensation for victims of crime
- ☐ Medical care
- ☐ Salaries and expenses of management

VII. PROJECT PERIOD:

The 2017 VOCA project period is October 1, 2017 through September 30, 2019. Requests for extensions to this project period are not allowed.

All funds must be obligated and all proposed activities must be performed within this project period. Funds are considered “obligated” when a legal liability to pay a determinable sum(s) for services is incurred, which will require payment during the same or future period.

Funds which have been properly obligated (or can be pro-rated) must then be expended within 60 days following the project period end date. Funds are considered “expended” when payment is made.

Any funds not properly obligated or properly expended will lapse and revert back to the Missouri Department of Public Safety.

IX. LOCAL MATCH REQUIREMENT:

There is a 20% match requirement from non-federal sources on this VOCA funding opportunity(94.118).

Match may be defined in two ways, but must always be attributable to a specific line item:

Cash Match (hard match) - the value of direct funding for the project; or funds in the form of cash available from sources other than state or federal funding programs.

In-Kind Match (soft match) - non-monetary contributions and donations received from individuals, agencies, associations, organizations, etc., by the applicant agency. Examples include, but are not limited to: volunteered professional or personal services, materials, equipment, space and facilities; non-VOCA funded victim assistance activities; and discounts; as determined by the Director of Public Safety or his/her designee.

(a) **Project match amount.** Subrecipients shall contribute (i.e., match) not less than twenty percent (cash or in-kind) of the total cost of each project, except as provided in paragraph (b) of this section.

(b) **Exceptions to project match requirement.** The following are not subject to the requirement set forth in paragraph (a) of this section:

...

(3) Subrecipients ... that have applied through the State for, and been granted, a full or partial waiver from the Director of OVC. Waiver requests must be supported by the State and justified in writing. Waivers are entirely at the Director of OVC's discretion, but the OVC Director typically considers factors such as local resources, annual budget changes, past ability to provide match, and whether the funding is for new or additional activities requiring additional match versus continuing activities where match is already provided.

(c) **Sources of project match.** Contributions under paragraph (a) of this section shall be derived from non-federal sources, except as may be provided in the DOJ Grants Financial Guide, and may include, but are not limited to, the following:

- (1) Cash; i.e., the value of direct funding for the project;
- (2) Volunteered professional or personal services, the value for purposes of this grant is \$18.00/hour;
- (3) Materials/Equipment, but the value placed on borrowed or donated equipment shall not exceed its fair market value;
- (4) Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality; and
- (5) Non-VOCA funded victim assistance activities, including but not limited to, performing direct service, coordinating or supervising those services, training victim assistance providers, or advocating for victims.

(d) **Discounts.** Any reduction or discount provided to the subrecipient shall be valued as the difference between what the subrecipient paid and what the provider's nominal or fair market value is for the good or service.

(e) **Use of project match.** Contributions under paragraph (a) of this section are restricted to the same uses and timing deadlines for obligation and expenditure as the project's VOCA funding.

(f) **Recordkeeping for project match.** Each subrecipient shall maintain records that clearly show the source and amount of the contributions under paragraph (a) of this section, and period of time for which such contributions were allocated. The basis for determining the value of personal services, materials, equipment, and space and facilities shall be documented. Volunteer services shall be substantiated by the same methods used by the subrecipient for its paid employees (generally, this should include timesheets substantiating time worked on the project).

VOCA regulations require all **VOCA** subrecipients to provide matching funds pursuant to the following:

On-call volunteer time can only be claimed as one hour for every four hours on-call (or .25 x total time) unless the on-call person is actively providing direct services to a victim. Time spent working with a victim should be claimed as actual time (i.e., volunteer is on-call for an 8-hour period – they are called out to meet a victim at the hospital and spends 2 hours with the victim, this is the only direct services provided during their 8 hours. Time claimed is 2 hours direct service and 1.5 hours for the six hours spent on-call for a total of 3.5 hours).

The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality. Agencies cannot “donate” space to themselves, i.e., if the applicant agency is a county, and the office space used by the project agency is owned by the county the fair market value of that space cannot be used as match.

Any funds designated as local matching funds are restricted to the **same uses** as outlined for the federal funds and must be expended during the contract period of the grant.

How to Calculate Project Match:

- A. If the amount of federal VOCA funds to be requested is known:** If the federal VOCA fund amount requested is \$30,000, the 20% match is computed by dividing the amount of the federal VOCA funds by 0.80 (80%) and subtracting the amount of the federal VOCA funds from the figure obtained. Thus, an organization that receives

\$30,000 in federal VOCA funds would be required to provide \$7,500 in match ($\$30,000 / 0.80 = \$37,500$, less the \$30,000 federal VOCA funds, for a match totaling \$7,500).

- B. If the Total Project Cost is known (federal funds plus local match funds = total project cost):** If the Total Project Cost is \$37,500, the 20% match is computed by multiplying the Total Project Cost by 0.20 (20%) – the resulting number is the required match on the project. Thus, an organization that has a Total Project Cost for the VOCA project of \$37,500 would be required to provide \$7,500 of that amount in match ($\$37,500 \times 0.20 = \$7,500$). To determine the federal fund portion, the amount of match calculated is subtracted from the Total Project Cost ($\$37,500 - \$7,500 = \$30,000$).

Timing of Matching Contributions: Matching funds need not be applied at the exact time or in the required proportion to the obligation of VOCA grant funds. *However, match should be reported as it occurs and no later than 60 days after it occurred.* The Missouri Department of Public Safety reserves the right to deny payment requests on approved programs pending the receipt of claim documentation of the matching share.

Match Documentation: Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VOCA funded employees. An example of what is needed is in [Appendix B](#) and is available on the [CVSU VOCA](#) web page or from the assigned program representative.

All matching contributions must be:

- Verifiable from the Subrecipient's records
- Not included as a contribution for any other Federal funds
- Necessary and reasonable to accomplish the project's goals
- Allowable charges
- Not paid by the applicant from Federal or State funds received under another assistance agreement
- Included in the budget approved by the Department of Public Safety
- In accordance with all other Federal and State requirements
- Attributable to a line item

Match Waiver Request Letters:

Due to the increase in available VOCA funds, some agencies may anticipate difficulty in providing the 20% required match on their proposed project. If an applicant feels that the match requirement cannot be met, they may, during the Notice of Funding Opportunity process, request a match waiver. The request must endure two levels of approval starting with Director of Public Safety, who will through his/her designee, verify the veracity of the request and render a decision. If approved at the State level, the waiver requests will be forwarded to the OVC Federal Project Manager.

There is no guarantee that waiver requests will be approved.

The waiver request shall, at a minimum, include the following information written on organizational letterhead and bear the signatures of *at least two* of the contacts listed in WebGrants (Authorized Official, Project Director, Fiscal Officer, Project Contact Person or Non-Profit Chairperson):

- Name of the organization
- Federal grant number
- Project period
- TOTAL award dollar amount requested

- Match dollar amount required (before waiver)
- Dollar amount the applicant can meet
- Dollar amount the applicant requests to be waived
- Percent (%) of waiver request (amount requested to be waived divided by the total dollar amount requested)
- DETAILED and SPECIFIC justification as to why match cannot be met and the waiver is needed, to include but not limited to:
 - Explain, justify and document specifically WHY the agency is unable to provide the full 20% match on their proposed project.
 - Be unique and specific to the agency and circumstances, no form letters will be accepted.

Match Waiver Request Letters may need to be revised during the revisions process if the project is awarded for an amount different than what was originally requested. Match will not be 100% waived for any agency.

A sample waiver request letter is located in [Appendix E](#), and on the [CVSU VOCA](#) web page or will be provided upon request from the assigned program representative. Match Waiver request letters, if necessary, MUST be attached in the “other attachments” section of WebGrants during the application process in order to be considered for this funding cycle.

X. SUPPLANTING:

VOCA funds awarded to the State, and by the State to eligible crime victim assistance programs, will not be used to supplant State and local government funds otherwise available for crime victim assistance. **(94.103)**

Supplanting is to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.

POST-APPLICATION INFORMATION

I. APPLICATION REVIEW:

This Notice of Funding Opportunity is a competitive bid and undergoes an internal review and peer review process. The internal portion of the review is composed of various individuals from the Missouri Department of Public Safety-CVSU and the peer review panel includes individuals from the victim services field and other related work areas from outside the department, who do not have a personal financial interest in this program. These individuals 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 both internal and peer review panels. ***Peer reviewers’ ratings are recommendations***, but will be considered, as the Director of DPS or his/her designee has sole discretion whether or not to fund any project. In addition to internal and peer review ratings, considerations for award recommendations and decisions may include, but are not limited to the following:

- Addressing needs of victims in underserved populations or targeted populations
 - Sexual assault/sexual violence
 - Domestic/intimate partner violence
 - Child abuse
 - Articulate underserved populations
- Geographic diversity;

- Demonstration of need;
- Past performance on other grant funded projects from the state or federal government including
 - Compliance with laws, rules, regulations and guidelines
 - Claim submission timeliness and accuracy
 - Delivery of services
 - Any other information considered relevant to performance
 - Risk assessment analysis;
- Sustainability;
- Overall description and articulation of intended use of grant funds;
- 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 public 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 Victims of Crime Act funds;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws, regulations and guidelines;
- Ability to meet the project matching funds requirement;
- Experience and expertise of the agency in the field of victim services;
- Overall quality of 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 more funds than available for disbursement. Because of these circumstances, the review panel is expected to make some very difficult recommendations.

II. **FUNDING NOTIFICATION:**

Applicants will be notified via WebGrants of the status of their application including funding decisions. The notification will be sent from dpswebgrants@dps.mo.gov to the person listed as the Primary Contact on the General Information form of the application.

Please do not contact the Missouri Department of Public Safety to try to obtain information before it is released!

III. **AWARD AND ACCEPTANCE OF CONTRACT:**

A. **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.

B. **ACCEPTANCE OF AWARD**

This is the only time and occurrence in this process where hard copy documents are acceptable. To accept the grant award, the subrecipient ***must print and return*** the following documents for the original file to be kept at DPS:

1. **Award of Contract** – this form must contain original initials on each page and original signatures where indicated 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, along with *all attachments*, 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 initials on each page and original signatures where indicated 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** – The guideline document 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.).

5. **Terms and Conditions**- this form must contain original initials on each page and original signatures where indicated certifying that the agency will comply with all terms and conditions listed on the document

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.

PROGRAM-SPECIFIC GRANT GUIDELINES

I. **DPS FINANCIAL AND ADMINISTRATIVE GUIDE:**

Subrecipients must adhere to the applicable guidelines outlined in the “[DPS Financial and Administrative Guide](#).”

II. **DPS SUBRECIPIENT TRAVEL GUIDELINES:**

If travel/training costs are approved within the budget, the subrecipient must adhere to the applicable guidelines outlined in the “[DPS Travel Guidelines](#).”

III. **MCADSV STANDARDS FOR DV AND/OR SV PROGRAMS:**

If the Subrecipient provides services to victims of domestic or sexual violence 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.

IV. **DPS-CVSU PROGRAM STANDARDS AND GUIDELINES:**

All other agencies (those **not** primarily serving victims of domestic and/or sexual violence) will be required to comply with the “[Missouri Department of Public Safety Crime Victim Services Unit \(MoCVSU\) Program Standards and Guidelines](#).”

V. **DPS-CVSU CODE OF ETHICS:**

All entities shall adhere to the “[Missouri Department of Public Safety’s Code of Professional Ethics for Victim Service Provider Subrecipients](#).”

VI. OTHER DOCUMENTS:

All organizations must additionally abide by the following federal law, rules and regulations including but not limited to:

- [42 U.S.C. 10601-10608](#) specifically sections 10603 and 10604
- [C.F.R. Title 28 Part 94 preamble and rule/regulation](#) , or [C.F.R. Title 28 Part 94](#)
- [2 C.F.R. part 200](#) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- [2 C.F.R. part 2800](#) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards by the Department of Justice
- 2015 [DOJ Grants Financial Guide](#)

VII. CHANGE IN PERSONNEL:

Notification of personnel changes must be communicated to the Missouri Department of Public Safety via the Correspondence component of WebGrants using the *Change of Information Form* ([Appendix A](#)).

The completed *Change of Information Form* must be submitted as an attachment to the Correspondence. Additional information not captured in the *Change of Information Form* may be supplied in the message of the Correspondence, but the message of the Correspondence shall not substitute for the Subrecipient's requirement to complete the *Change of Information Form*.

A. My Profile

1. Removing an Individual

If an individual needs to be removed as a registered user for the Organization, please notify the Missouri Department of Public Safety-CVSU within a timely manner, so the individual can be properly disassociated with the organization's profile and removed from all contact lists.

Do not remove a registered user, and do not re-use a prior employee's profile!

The Missouri Department of Public Safety-CVSU will make the necessary change(s) and will notify the subrecipient when the change(s) have been completed.

2. Adding an Individual

If an individual needs to be added as a registered user for the Organization, first complete the registration form in the My Profile module of WebGrants. Do not re-use a prior employee's profile!

Notify the Missouri Department of Public Safety-CVSU once the registration is complete so the individual can be added to the proper contact lists.

The Missouri Department of Public Safety-CVSU will make the necessary change(s) and will notify the subrecipient when the change(s) have been completed.

B. Contact Information form

Changes in or temporary absence of the Authorized Official, Project Director, Fiscal Officer, and/or Officer in Charge as listed on the Contact Information component of the grant must be communicated to the Missouri Department of Public Safety-CVSU within a timely manner.

The Missouri Department of Public Safety-CVSU will edit the Contact Information form based on the notification and will notify the subrecipient when the change(s) has been completed.

VIII. REPORTING REQUIREMENTS:

Compliance webinars will be held by program representatives regarding reporting requirements, claims and all other compliance issues. Subrecipients MUST attend one of the mandatory compliance webinars that address these areas.

A. Subgrant Award Report (SAR)

The Subgrant Award Report (SAR) is now a form completed during application that will be partially filled out during application and completed after award but before funding or underway status is achieved. This document was previously an excel spreadsheet format, but has been placed in WebGrants to streamline processes. The SAR must be completed at time of application with available information and will be negotiated back for completion before the grant can begin. If the SAR is not returned to CVSU, then the grant cannot be placed in “underway” status and no funding or reimbursements can be made. This information is necessary for DPS-CVSU to collect in order for DPS-CVSU to be compliant with federal reporting requirements.

B. Claims

Recipients of VOCA funds are required to submit a monthly claim report in WebGrants to verify actual cash expenditures and request reimbursement of those expenditures. A claim report must be submitted each month, until the project is programmatically and financially completed, even if there are no expenditures to claim. Only one claim report may be submitted per month.

Claim reports are due no later than the 5th day of each month. This deadline is subject to change only if the 5th falls on a state holiday or weekend, in which case the deadline is extended to the next business day.

Failure to submit the required report on a monthly basis, by the due date, will result in delay of reimbursement until the following month and/or cancellation of the subaward if the delinquency becomes problematic.

C. Quarterly and Annual Reports

Recipients of VOCA funds are required to submit status reports both quarterly and annually. CVSU has developed a multi-tabbed excel spreadsheet to assist subrecipients with gathering required reporting information in the proper format. This excel document can be retrieved at the [CVSU-VOCA](#) website (VOCA Quarterly Report FORM). These reports allow the Missouri Department of Public Safety–CVSU to collect statistical information and monitor the progress/completion of approved projects for reporting to the Federal government.

A schedule of when Quarterly/Annual reports are due in WebGrants will be on the DPS-CVSU website on the CVSU [calendar](#). These reports are due every quarter until the project is programmatically and financially completed. The fourth quarter and annual report will be submitted simultaneously as the form accumulates totals from each quarter. Narrative sections are mandatory for the fourth quarter/annual submission. Quarterly/Annual reports are to be submitted via the “status reports” component of WebGrants via uploading the document in a cumulative format as the year progresses. The deadlines for submittal are subject to change, however, notification via WebGrants will be given if a change is made, and the calendar will be updated.

[VOCA Quarterly/Annual Report](#) sample front page is viewable in [Appendix F](#), but *must be* obtained via the website for downloading.

Failure to submit the required quarterly/annual reports in a timely manner, by the due date(s) listed on the calendar will result in the delay of reimbursement until the report is received and/or cancellation of the subaward if the delinquency becomes problematic.

IX. CONTRACT ADJUSTMENTS:

A. Contract Adjustments

A Subaward Adjustment for a budget revision must be submitted for the following requests:

- Transfer of funds from one budget line/category to another budget line/category to cover increases in cost;

NOTE: The Missouri Department of Public Safety allows Subrecipients to request reimbursement up to a 10% increase in the budget without prior approval. Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total

grant award from one budget category to another budget category (except for the Personnel Budget – Prior approval for any monetary additions in this category is necessary). Care must be taken to ensure supplanting does not occur if moving funds through an informal budget revision if your agency is subject to supplanting as indicated by the grant guidelines.

- Addition of a new budget line item in any budget category;
- Increase in the quantity of a line item in any budget category (e.g. increase from 5 months to 6 months for medical insurance coverage, increase from the purchase of 2 laptops to 3 laptops, increase from 1 bed to 3 beds, increase from the lease of 1 vehicles to 2 vehicles).

Subrecipients shall submit a request via the Contract Adjustment component of WebGrants in the event a budget revision is necessary. The Missouri Department of Public Safety-CVSU will review the request and follow up appropriately, depending on the type of revision is requested. Once all necessary edits are made, the Missouri Department of Public Safety will review, and it will be subject to review and approval by the Director (or his/her designee) of the Missouri Department of Public Safety. The subrecipient will be notified via WebGrants.

NOTE: A Contract Adjustment shall be submitted at least 30 days prior to the proposed change and will not be allowed within 60 days of the end of the contract period.

B. Program Revisions

A Contract Adjustment for a program revision must be submitted for the following requests:

- Change in the applicant agency
- Change in the project site
- Change in the project service area
- Change in the scope of programmatic activities
- Change in the general purpose of the grant

Subrecipients shall submit a request via the Contract Adjustment component of WebGrants in the event a program revision is necessary. The Missouri Department of Public Safety-CVSU will review the request and follow-up depending on the type of program revision. Once all necessary documents are collected, the Missouri Department of Public Safety-CVSU will review. Revisions will be subject to review and approval by the Director (or his/her designee) of the Missouri Department of Public Safety. The subrecipient will be notified via WebGrants.

NOTE: A Contract Adjustment for Program Revision shall be submitted at least 30 days prior to the proposed change and will not be allowed within 60 days of the end of the project period.

X. MONITORING:

The Missouri Department of Public Safety will monitor all subawards to ensure appropriate fiscal and program records are being maintained. Monitoring is designed to provide assistance to the subrecipient both from a technical and programmatic standpoint, as well as to provide the Missouri Department of Public Safety-CVSU with the necessary information to ensure the subrecipient's compliance with state and federal laws and grant guidelines. The level and frequency of monitoring will be based on the risk assessment performed during the review process and spelled out in the conditions in the subaward document if the level and frequency vary from the usual and customary.

Desk monitoring will consist of tracking telephone and email communication, as well as reviewing all grant documents and correspondence submitted to the Missouri Department of Public Safety-CVSU. The subrecipient may be required to submit monitoring information in writing to the Missouri Department of Public Safety-CVSU, as requested.

Site monitoring will consist of a visit to the subrecipient's office(s) to review policies and other records, as applicable to the subaward. The Missouri Department of Public Safety-CVSU will perform at least one site visit, to include by virtual means, to each subrecipient during the project period (or within the closeout period when extenuating circumstances

exist). A Site Visit Monitoring Report will be provided to the subrecipient via WebGrants prior to the visit. This critical document must be completed by the subrecipient and sent back to the Missouri Department of Public Safety-CVSU via WebGrants with all requested documentation attached within the timeframe specified by the program representative.

During the on-site visit, information from the Site Visit Monitoring Report and attached documents will be utilized as tools to determine the progress of the project in achieving its purpose and ensuring the project is adhering to program guidelines. The following information and records may be subject to review, as applicable, at the time of the site visit:

- ☐ Mission Statement
- ☐ By-Laws
- ☐ Articles of Incorporation
- ☐ Board Manual and Minutes from at least last three board meetings
- ☐ Personnel policy manuals, Standard Operating Procedures (SOPs), or similar policies regulating the subrecipient and the approved project
- ☐ Volunteer Policy Manuals
- ☐ Volunteer Training Manuals
- ☐ Volunteer time sheets
- ☐ Training Manuals for employee grant-funded personnel
- ☐ Timesheets and payroll records for grant-funded personnel
- ☐ Invoices/receipts for all grant-funded expenditures
- ☐ Financial Policy Manuals
- ☐ Bank statements/cancelled checks
- ☐ Bid records for grant-funded expenditures
- ☐ Sole source procurement and subsequent approval where applicable
- ☐ Inventory listing and tags for grant-funded equipment
- ☐ Contractual agreements for each grant-funded contractual service
- ☐ Procurement policies
- ☐ Travel policies
- ☐ Internal control policy and procedures
- ☐ Shelter/Program Policy Manuals
- ☐ Safety plans
- ☐ Any forms or documentation (e.g. blank surveys) utilized in providing direct services
- ☐ Where applicable, compliance with law enforcement agency state statutes:
 - Uniform Crime Reports: [Section 43.505 RSMo](#)
 - Racial Profiling Report: [Section 590.650 RSMo](#)
 - Federal Forfeiture Report: [Section 513.653 RSMo](#)
 - Recording of Custodial Interrogations: [Section 590.700 RSMo](#)
 - Forwarding Intoxication-Related Traffic Offenses: [Section 43.544 RSMo](#)
- ☐ Compliance with federal civil rights laws:
 - Equal Employment Opportunity Plan (EEOP Utilization Report and Certification Form)
 - Non Discrimination in Delivery of Services and Hiring Practices
 - Grievance procedures
 - Reporting findings of discrimination
 - Access services to persons with limited English proficiency (LEP)
- ☐ Compliance with state civil rights laws:
 - Unlawful Employment Practices: [Section 213.055 RSMo](#)
 - Discrimination in Public Accommodations: [Section 213.065 RSMo](#)
- ☐ Other information pertinent to the federally-funded project or deemed necessary by the Director of Public Safety or as outlined in [2 CFR 200](#)

XI. CONFIDENTIALITY and NON-DISCLOSURE:

All applications and subsequent information supplied to the Missouri Department of Public Safety as a result of a subaward are considered public records.

In compliance with 28 C.F.R. 94.115 subrecipients are further held to the following:

(a) **Confidentiality.** Subrecipients of VOCA funds shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services under this program and shall not disclose, reveal, or release, except pursuant to paragraphs (b) and (c) of this section—

(1) Any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or

(2) Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

(b) **Release.** If release of information described in paragraph (a) (2) of this section is compelled by statutory or court mandate, subrecipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(c) **Information sharing.** Subrecipients may share—

(1) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements;

(2) Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and

(3) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

(d) **Personally identifying information.** In no circumstances may—

(1) A crime victim be required to provide a consent to release personally identifying information as a condition of eligibility for VOCA-funded services;


(2) Any personally identifying information be shared in order to comply with reporting, evaluation, or data-collection requirements of any program;

(e) **Mandatory reporting.** Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

APPENDIX A

CHANGE OF INFORMATION FORM

The *Change of Information Form* must be used to identify changes in personnel during the project period. The *Change of Information Form* must be sent as an attachment in the Correspondence component of WebGrants. Any other information not collected on this form may be provided in the message of the Correspondence.

			
MISSOURI DEPARTMENT OF PUBLIC SAFETY CRIME VICTIM SERVICES UNIT CHANGE OF INFORMATION FORM			
Date: <input type="text"/>			
Subrecipient Name: <input type="text"/>	Subward Number: <input type="text"/>		
Contact Person: <input type="text"/>	Phone Number: <input type="text"/>		
<small>*If the change affects multiple subwards, please complete a form for each subward and submit via the Correspondence component of each subward.*</small>			
Is the following change(s) as a result of criminal activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
MY PROFILE/CONTACT INFORMATION			
<small>If the change affects the My Profile module and/or the Contact Information grant form, please complete the following. If the change does not affect the My Profile module and/or the Contact Information grant form, skip this section.</small>			
<small>Complete the following 2 fields if an individual needs to be removed. Skip this section if a person is not being removed.</small>			
Name of Individual Being Removed: <input type="text"/>	Last Date of Employment: <input type="text"/>		
<small>Complete the following fields if an individual needs to be added. Skip this section if a person is not being added.</small>			
Name of Individual Being Added: <input type="text"/>	Job Title: <input type="text"/>		
Mailing Address: <input type="text"/>			
Street Address: <input type="text"/>			
<small>(if different than the mailing address)</small>			
City: <input type="text"/>	Zip Code: <input type="text"/>		
Email: <input type="text"/>			
Phone: <input type="text"/>	Ext: <input type="text"/>		
Fax: <input type="text"/>			
Have the individual been added as a registered user in WebGrants?	<input type="checkbox"/> Yes, and please select as a grant contact and add to the appropriate distribution list <input type="checkbox"/> Yes, but please do not add as a grant contact or to the distribution list <input type="checkbox"/> No, the individual will not have access to WebGrants and therefore was not added		
BUDGET			
<small>If the change affects the Budget form, please complete the following. If the change does not affect the Budget form, skip this section.</small>			
Name of Individual Being Removed: <input type="text"/>	Last Date of Employment: <input type="text"/>	Individual Being Added: <input type="text"/>	Hire Date: <input type="text"/>
	<small>(m/d/yyyy)</small>	<small>(if unknown, list as TBH)</small>	<small>(m/d/yyyy)</small>
<small>Provide a brief summary of the new individual's experience, certifications, and job responsibilities for the Budget - Personnel Justification section:</small>			

This form can be accessed on the VOCA page of the CVSU website.

APPENDIX B

TIME LOG SHEET

This document can be utilized to account for paid employees' activities or volunteer time and activity. If this form is not utilized, a different form is allowed, provided all of the pertinent information is included.

[illegible][illegible]

APPENDIX C

VOCA Purchased Equipment List


If purchasing equipment, Subrecipients are required to maintain property management records as stated with the “[DPS Financial and Administrative Guide](#)”. The *VOCA Purchased Equipment List* below is an example of such format and is available upon request from the Missouri Department of Public Safety or from the [DPS/CVSU/VOCA](#) web page if the subrecipient does not have an existing inventory list format or property control system.

[illegible]

APPENDIX D

AWARD OF CONTRACT DOCUMENT

The *Subaward document* constitutes an agreement between the Missouri Department of Public Safety and the Subrecipient for use of state/federal funds in the implementation of the awarded project.

 MISSOURI DEPARTMENT OF PUBLIC SAFETY OFFICE OF THE DIRECTOR SUBAWARD		P.O. Box 749 Jefferson City, MO 65102 Phone: (573) 751-4905	
Subrecipient Name:		Subrecipient DUNS Number:	
DPS Funding Opportunity Title:	Project Period Start Date:	Project Period End Date:	
Project Title:		Subaward Number:	
Project Description:			
<p style="text-align: center; font-size: 2em; opacity: 0.3;">SAMPLE</p>			
Subaward Total:	CFDA Number and Name:		
\$			
Research and Development Project:	Indirect Cost Rate for Federal Award:		
Name of Federal Awarding Agency:		Federal Award Date:	
Name of State Administering Agency (SAA):		SAA Federal Award Number:	
Missouri Department of Public Safety, Office of the Director P.O. Box 749 Jefferson City, MO 65102			
<p>This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned DPS Funding Opportunity.</p> <p>The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.</p>			
Subrecipient Authorized Official (AO) Name:		Subrecipient Project Director (PD) Name:	
Subrecipient AO Signature:	Date:	Subrecipient PD Signature:	Date:
<p>This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety and upon full execution by signature of the Authorized Official of the Missouri Department of Public Safety, Office of the Director.</p>			
Authorized Official, Missouri Department of Public Safety			Subaward Date

APPENDIX E

MATCH WAIVER LETTER- SAMPLE

Sample Match Waiver Letter

Match Waiver Sample Letter

Organization's Letterhead

Date

To: DPS Program Manager

Address

RE: Match Waiver Request for Federal Grant number 20xx-XX-XX-####

Dear Program Manager:

In reference to:

Federal Grant number: 20xx-XX-XX-####

Name of Organization:

Subgrant Number:

Project Period:

TOTAL Award Amount:

Match required (before waiver):

Applicant can meet: \$ amount

Applicant Requests to be waived: \$ amount

Percent of Waiver request: amount %

Justification:

Sincerely,

Qualified signatories

Executive Director, President, CFO, CEO

APPENDIX F

QUARTERLY AND ANNUAL REPORT FORM

Quarterly and Annual Report- only first section shown. Current and updated report form is available at the [CVSU VOCA](#) page on the website "VOCA Quarterly Report Form."

Subgrant Organization Name:	0		
Grant #:		Dates Reported:	10/01/2016 - 12/31/2016

POPULATION DEMOGRAPHICS

1) **TOTAL** number of individuals who received services *during the reporting period*

2) Is your agency able to track individuals on an annual basis by federal fiscal year?

☐ YES (go to question #4) ☐ NO

3) Is your agency able to identify "new" individuals who did not receive services from your

☐ YES ☐ NO, Not Tracked (go to question #6)

Not Tracked means the agency is unable to submit this data as requested. Efforts are underway to change the data collection method.

☐ NO, Other Reason (explain and go to question 6)

4) Number of **NEW** individuals who received services from your agency for the first time during

5) **Demographics**

Category	Population	Number of NEW
RACE/ETHNICITY (self-reported)	American Indian/Alaskan Native	
	Asian	
	Black/African American	

▶ 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter Annual Annual Narrative Questions Appendix ◀

VEHICLE PURCHASE REQUEST FORM

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POINTS OF CONTACT

For assistance with the requirements of this Notice of Funding Opportunity or for technical assistance with submitting an application, contact one of the following staff members:

Name	Title	Email	Phone
Lisa Harrison-Lineback	Program Manager	lisa.harrison-lineback@dps.mo.gov	573-526-1464
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Katrina Prenger	Program Specialist	katrina.prenger@dps.mo.gov	573-522-3778
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