

Missouri Department of Public Safety
Crime Victim Services/ Juvenile Justice Unit

State Services to Victims Fund Compliance Webinar 2019

Outline



- ▶ Program Staff
- ▶ Overview of Subaward Compliance
- ▶ Revisions
- ▶ Monitoring
- ▶ Reporting

Staff



- ▶ Connie Berhorst, Program Manager
- ▶ Tina Utley, Program Specialist
- ▶ Jake Garrison, Program Specialist
- ▶ Chris Yeager, Program Specialist
- ▶ Kristina Kirchhoff-Welch, Program Representative
- ▶ Michelle Parks, Program Representative
- ▶ Rhonda Wilson, Program Representative
- ▶ Lora Queen, Office Support

Grant Staff

Tina Utley, Program Specialist

- ▶ 573-522-6235 tina.utley@dps.mo.gov

Kristina Kirchhoff-Welch, Program Representative

- ▶ 573-522-5685 kristina.kirchhoff@dps.mo.gov
- ▶ Northern Region

Michelle Parks, Program Representative

- ▶ 573-751-5954 michelle.parks@dps.mo.gov
- ▶ Southern Region

Subaward Documents



- ▶ Subawards are currently being approved by DPS.
- ▶ Once approved, the fully executed subaward documents will be uploaded under the “Award Documents-Final” component in WebGrants. Print a copy for your files.
- ▶ The Project Contact Person identified on the application should have received an automated notice from WebGrants.

Performance Period



- ▶ January 1, 2019 through December 31, 2019
- ▶ Projects not underway within 60 days of award **must notify** DPS in writing, explaining the delay
- ▶ Projects not underway within 90 days...your contract may be terminated

Financial Requirements

- ▶ An adequate financial system and accurate financial records must be maintained and made available to DPS upon request
- ▶ Record retention
 - ▶ Records must be retained for a minimum of 5 years from date of last audit **or** resolution of audit findings
- ▶ Audit requirements
 - ▶ Greater than \$375,000 in State funds received during the fiscal year
 - ▶ State funding based on the Applicant agency total budget , not SSVF subaward budget

Obligation of Funds

- ▶ Reimbursement basis only
 - ▶ Services must be provided and paid **prior** to receiving reimbursement
- ▶ Purchase Orders
 - ▶ Funds are considered obligated if a purchase order is issued
- ▶ Approved travel expenses may not be claimed until **after** the travel has taken place.

Eligibility



- ▶ Crime must have been committed in Missouri, or the victim is a resident of Missouri
- ▶ Must have involved the threat or use of force/violence in its commission
- ▶ No charge for services provided
- ▶ Subrecipients encouraged to assist victims with Crime Victims Compensation application
- ▶ Promote coordinated community effort
- ▶ Maintain confidentiality

Eligible Budget Categories



- ▶ Personnel
- ▶ Personnel Benefits
- ▶ Travel/Training
- ▶ Equipment
- ▶ Supplies/Operations
- ▶ Contractual

Allowable Costs

▶ Personnel

- ▶ Only direct services provided to victims of crime are eligible for reimbursement
- ▶ Detailed activities of grant funded employees must be tracked and reported
- ▶ Timesheets must be kept by pay period and **MUST BE** signed by the employee and supervisor
- ▶ 100% of time must be reported, regardless of percentage actually claimed
- ▶ Bonuses are not allowable through SSVF

Allowable Costs

- ▶ What are direct services?
 - ▶ Some examples of direct services are:
 - ▶ Victim advocacy
 - ▶ Court accompaniment
 - ▶ Counseling services for victims
 - ▶ Emergency Services
 - ▶ Assisting victims with Crime Victim Compensation application/process
- ▶ Investigation, prosecution, prevention and awareness activities are **not** eligible through SSVF.

Allowable Costs

▶ Travel

- ▶ Miscellaneous training must be pre-approved
 - ▶ Approval requests must be submitted to your Regional Representative through the WebGrants Correspondence component **at least** 30 days in advance
 - ▶ Include any documentation, such as an agenda, description of sessions offered, etc
 - ▶ Even if you are not requesting expenses related to the training, the time must be pre-approved if it is going to be claimed from the SSVF subaward
- ▶ Travel must be completed prior to requesting reimbursement
- ▶ State per diem guidelines must be followed, unless the applicant agency's policy is more restrictive
 - ▶ Please read & familiarize yourself with the DPS Sub-Recipient Travel Policy, which is available on our website.
<http://www.dps.mo.gov/dir/programs/cvsu/ssvf>
- ▶ Mileage logs must be maintained

Allowable Costs

▶ Printing/Media

- ▶ Must acknowledge Funding Source; see the SSVF Certified Assurances for required language

▶ Equipment

- ▶ Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible

▶ Contractual Expenses

- ▶ Copy of current signed contract must be uploaded to WebGrants system before these costs can be reimbursed
- ▶ Fees for contractual services cannot exceed \$81.25/hr and \$650/day

Unallowable Costs



- ▶ Prevention Activities
- ▶ Awareness Activities
- ▶ Employee Bonuses
- ▶ Lobbying
- ▶ Fundraising
- ▶ Grant Writing

Correspondence

- ▶ Grant communication must be sent to your regional representative through the Correspondence component of the WebGrants system
- ▶ If your contract is not currently “Underway” you will either need to wait until the status changes, or you may email your regional representative with any questions or issues
- ▶ Do not click “Reply” to the e-mail alert you receive from WebGrants
 - ▶ Open the message within WebGrants and use the Reply feature in the system
- ▶ Please include your NAME and AGENCY in ALL correspondence

Claims 101

- ▶ All Claims will be submitted online through the WebGrants System
- ▶ The approved budget is visible in the Claim
- ▶ Claims must be submitted via Webgrants by 11:59 pm on the 5th of each month
 - ▶ If the 5th falls on a weekend or holiday, claims are due the next business day
- ▶ Claims must be submitted every month if you have ongoing expenses

Claims 101



- ▶ Submit a separate claim for each month's expenses
- ▶ Report only those expenses incurred during the reimbursement period
- ▶ Include only those items which are approved in your SSVF contract budget
- ▶ If you copy a claim, make sure all information is updated
- ▶ Line items must be changed to \$0 before deleting or changing line number
- ▶ Reimbursement total should equal Detail Sheet total

Claims 101

- ▶ When providing descriptions, be concise but include relevant details
 - ▶ ACTUAL gross salary for personnel, regardless of time spent on grant activities must be provided
 - ▶ Gross salary does not include bonuses, gifts, etc., but may include eligible overtime
 - ▶ May claim salary at budgeted % if it is less than actual
 - ▶ Mileage requests must include number of miles and rate
 - ▶ Travel expenses may not be claimed until after travel has taken place
 - ▶ Must submit a current signed contract prior to claiming contractual costs

Claims 101

- ▶ Back Up Documentation must be submitted for all items requested for reimbursement. Examples include:
 - ▶ Salary records/pay stubs
 - ▶ Signed Activity timesheets
 - ▶ Insurance premium invoices
 - ▶ Mileage logs
 - ▶ Conference registration receipts
 - ▶ Airfare receipts
 - ▶ Hotel receipts
 - ▶ Phone bills
 - ▶ Supplies receipts
 - ▶ DOR/County Health Department receipts
 - ▶ Equipment receipts
 - ▶ Contractual invoices

Claims 101

- ▶ Why is my payment less than what was requested?
 - ▶ Mathematical Errors
 - ▶ Ineligible/Unallowable Expenses
 - ▶ Expenses not shown on detail sheet
 - ▶ Missing back up documentation
 - ▶ Monitoring Findings

Claims 101

Other Attachments

Description	File Name	File Size
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Feedback

Negotiation-

Check Here for Feedback!

Claims 101

▶ LATE CLAIMS:

- ▶ The Claim for Reimbursement and all supporting documentation must be submitted by the 5th of each month. If the specified due date falls on a weekend or holiday, the claims must be received by the first working day after the weekend or holiday. Claims submitted after the deadline will not be processed until the following month. Claims are due each month whether or not the subrecipient expended any grant funds.*
- ▶ Failure to submit the required forms on time shall be considered a failure to adhere to the terms of the subaward and may result in the delay of reimbursement and/or termination of the subaward.

Claims 101

- ▶ Timely Reporting:
 - ▶ Subrecipients must submit expenses within 60 days from the time the expense is incurred. DPS reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.
- ▶ Claims with Errors:
 - ▶ Subrecipients must make every effort to submit accurate claims. If a claim is submitted with errors, the claim may be negotiated back for corrections. If the errors are not corrected after two (2) negotiations, the claim may be withdrawn and not paid. If a claim is withdrawn due to errors, a correspondence will be sent to the Authorized Official, the Project Director, and other contacts as deemed appropriate by DPS.

Subaward Adjustments

▶ Budget Adjustments

- ▶ Must be received at least 30 days prior to the change taking place, and at least 60 days prior to the end of the contract
- ▶ Budget Revisions are **NOT** retroactive

▶ Changes of Information

- ▶ Must be submitted through WebGrants Correspondence and may include:
 - ▶ Change of address
 - ▶ Change in Authorized Official, Project Director, etc.
 - ▶ Changes in grant staff

Monitoring



▶ On-Site

- ▶ Contacted by DPS to set up an appointment
- ▶ Confirmation letter of date/time sent
- ▶ Site Visit Status Report must be completed
- ▶ Please have requested information and/or documentation pulled and ready

▶ Desk-top

- ▶ Contacted by DPS
- ▶ Site Visit Status Report must be completed
- ▶ Info and required documentation needs to be sent to DPS for review

Monitoring



▶ Purpose of Monitoring

- ▶ Provide technical assistance
- ▶ Ensure compliance with the SSVF Program Guidelines and the DPS Financial and Administrative Guidelines, Certified Assurances and any Special Conditions
- ▶ Provide programmatic assistance

This is your opportunity to ask questions, show off your program, and seek guidance.

Monitoring



- ▶ What if Compliance Issues are found?
 - ▶ Notification – agency will receive notification through the WebGrants system of the results of their monitoring visit
 - ▶ A Corrective Action Plan may be required, if necessary, and will outline any corrections/concerns to be addressed and or explained.

Reporting Requirements

- ▶ SSVF Annual Performance Report
 - ▶ Due January 15, 2020
 - ▶ Sample forms are available at:
<https://dps.mo.gov/dir/programs/cvsu/ssvf.php>
 - ▶ Numeric and anecdotal data
 - ▶ Report of Success
 - ▶ Late reports will result in suspension of reimbursement or contract and may hinder future eligibility for funding consideration
- ▶ **Start tracking NOW!**



Questions?

Regional Representatives are available to assist you in the administration of your subaward...don't hesitate to contact them!

Please contact them by phone or by WebGrants Correspondence.

The SUCCESS of your program is
IMPORTANT TO US!
WE ARE HERE TO HELP!

THANK YOU for your service to
Missouri crime victims!

