

2019 STATE SERVICES TO VICTIMS FUND

Notice of Funding Opportunity
October 17 & 19, 2018



CVSU/JJ Staff

- ◎ **Connie Berhorst**, Program Manager
- ◎ **Tina Utley**, Program Specialist
- ◎ **Kristina Kirchhoff-Welch**, Program Representative
- ◎ **Michelle Parks**, Program Representative
- ◎ **Rhonda Wilson**, Program Representative (MOVANS)
- ◎ **Lora Queen**, Administrative Office Support Assistant
- ◎ **Chris Yeager**, Compliance Monitor (Juvenile Justice)



What is SSVF?

- The **State Services to Victims Fund (SSVF)** consists of money collected from court fees 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.

Primary Purpose of SSVF

- Provide direct services to victims of crime
- Provide Emergency Services
- Provide Crisis Intervention Counseling Services
- Provide Victim Advocacy

Eligibility

- Public and private agencies will be responsible for the development and implementation of a record keeping system, based upon the following criteria, to verify the eligibility of victims of crime to receive services:
 - Crime must have been committed in Missouri *or* the crime victim must be a resident of Missouri
 - Crime must have involved the threat or the use of force or violence
 - Victim of crime cannot be the perpetrator or principal/accessory involved in the commission of the crime
 - Injuries sustained cannot be a result of the operation of a motor vehicle, boat or airplane unless the same was used as a weapon, or a result of a crime of driving while intoxicated or vehicular manslaughter
- Services must be provided free of charge
- Agencies are encouraged to assist crime victims in seeking available crime victim compensation benefits
- Coordinate with other community agencies when providing services
- Provide effective services to victims
 - Must comply with MCADSV Service Standards & Guidelines or MODPS CVSU Program Standards and Guidelines



Allowable Services Are:

◎ Direct Services

- Transportation, funeral arrangements, child care, shelter, etc.

◎ Emergency Services

- Crisis intervention services; accompanying victims to hospitals for medical examinations; hotline counseling; safety planning, etc.

◎ Crisis Intervention Counseling Services

- Mental health counseling, support groups, etc.

◎ Victim Advocacy

- Personal advocacy; emotional support; identifying victim's needs; case management; etc.

MCADSV Service Standards:

- If SSVF funding is primarily used to provide services to victims of domestic and/or sexual violence and their children, service definitions set forth in the MCADSV Service Standards & Guidelines for Domestic Violence and/or Sexual Violence Programs must be followed
- If language in the SSVF application conflicts with the MCADSV Service Standards & Guidelines, the SSVF application/guidelines must be followed.

MoCVSU Service Standards

- **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 (CVSU) Program Standards and Guidelines

Service Standards and Guidelines

- ⦿ Agencies must explain **how** services are provided in compliance with either the MCADSV Service Standards & Guidelines **or** the MoCVSU Program Standards & Guidelines
 - Simply stating the agency “is in compliance” does not constitute a sufficient explanation
- ⦿ Standards & Guidelines can be downloaded from our website; links are also provided in the 2019 SSVF Notice of Funding Opportunity

Code of Ethics

- MoCVSU has adopted a code of ethics that **all** agencies must comply with
 - By signing the Certified Assurances, agencies agree to abide by this code of ethics
- The Code of Professional Ethics for Victim Service Provider Sub-Recipients can be downloaded from our website; a link is also provided in the 2019 SSVF Notice of Funding Opportunity



Eligible Budget Categories

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



Unallowable Costs

- Training not directly related to services for crime victims
- Workshops/Trainings associated with grant writing or funding opportunities
- Crime prevention activities/programs
- Construction/Renovation costs
- Indirect costs
- Vehicles, purchased or leased
- Professional dues, subscriptions, and memberships
- Employee bonuses
- Lobbying activities



Unallowable Costs

- Research and studies
- Active investigation and/or prosecution of criminal activities
- Fundraising
- Capital expenses
- Medical care
- Salaries and expenses of management

Please refer to the Notice of Funding Opportunity for more examples of Unallowable Costs

Contract Period

- ◎ The anticipated contract period for approved projects is 12 months
 - January 1, 2019 to December 31, 2019

Application Process and Review

- ◎ Competitive bid
- ◎ Two-part process
 - Administrative review for technical merit by DPS staff
 - External peer review panel
 - Professionals without any personal or financial interest
 - Panels change for each funding opportunity
- ◎ Funding may be awarded as requested (full amount), partial amount, or funding may be denied
- ◎ Final approval is provided by the Director of the Missouri Department of Public Safety

Notice of Funding Opportunity

- Program Description and Guidelines
- WebGrants Application Instructions

GRANT APPLICATION INSTRUCTIONS

Missouri Department of Public Safety
WebGrants System

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

Required Information for WebGrants

- Acquire a DUNS (Data Universal Numbering System) number if your agency does not already have one, or ensure the information associated with your DUNS number is up-to-date
 - <https://www.dnb.com/duns-number.html>
 - (844) 232-9872
- You must contact Dun & Bradstreet directly for assistance with your DUNS number.

Registering with WebGrants

- ◎ **NEW** WebGrants users must **register** for a WebGrants profile
 - <https://dpsgrants.dps.mo.gov>
 - **NEW** users must **register** no later than **5:00 p.m. Friday, October 26, 2018**
- ◎ Each applicant agency should designate **one** individual for the purposes of registering and assigning new registrants

The Application

- ⦿ Comprised of individual “forms”
- ⦿ Instructions are provided for each form
 - Please follow the on-screen instructions provided in each WebGrants form, as well as the instructions provided in the Notice of Funding Opportunity

General Information Form

- Provides general information about the agency/project:
 - System ID (this field will auto-populate)
 - Project Title
 - Should be unique to the project, yet **brief**
 - “2019 SSVF Project” is not unique to an agency
 - “Tri-County Victim Advocacy” would be unique
 - Primary Contact
 - Organization

Contact Information Form

- ① Lists the individuals who are responsible for the agency/project:
 - Authorized Official
 - Project Director
 - Fiscal Officer
 - Project Contact Person
 - Non-Profit Chairperson (if applicable)
- ① **Please note** the Authorized Official and Project Director **cannot** be the same person

Contact Information Form

| | City Government | County Government | Nonprofit Agency | Law Enforcement Agency |
|----------------------------|-------------------------------------|---------------------------------------|---|---|
| Authorized Official | Mayor or City Administrator | County Commissioner/ Administrator | Board President/Chair or person able to enter agency into a contract | City Mayor or Administrator/ County Commissioner |
| Project Director | Person overseeing project | Person overseeing project | Person overseeing project | Police Chief/Sheriff |
| Fiscal Officer | City Treasurer or Comptroller | County Treasurer or Comptroller | Board Treasurer / CFO | City/County Treasurer or Comptroller |

Project Summary Form

- Provides further general information about the agency and project:
 - Application Type
 - Current Contract Number(s) (if applicable)
 - Program Category
 - Project Type
 - Geographic area(s) to be served
 - Brief Summary
 - Program Income

Statement of the Problem Form

- ⦿ Addresses the need for grant funds for the proposed project
- ⦿ Defines the problem the agency will be attempting to impact with this project
- ⦿ Presents quantitative evidence to demonstrate the problem
 - Crime statistics
 - Population information
 - Agency statistics
 - Etc.

Type of Program Form

- ⦿ Addresses the Services that this project will provide
- ⦿ Addresses *how* the agency is in compliance with MCADSV or MoCVSU Service Standards

Coordination of Services Form

- Outlines *how* your agency will coordinate with other agencies (e.g., law enforcement, service providers, prosecution, etc.) in your community

Victims' Compensation Assistance Form

- Describes *how* your agency provides information and assistance to crime victims

Number of Victims to be Served Form

- Indicates the anticipated number of victims to be served by the project and provides the basis for such estimate
- Remember this is **project specific**, not agency wide

Goal and Measurable Objectives Form

- Subrecipients of SSVF funding will contribute to the overall goal of the SSVF program:

The goal of the SSVF program is to support victims of crime and assist in their recovery.

- Objectives are provided in a drop down menu
 - At least five (5) different objectives must be selected

Evaluation Procedure Form

- Should demonstrate the correlation between the outcomes, completion of the objectives, and accomplishment of the goal.
 - Must list the selected objectives and the expected outcome of each
 - Under each objective, explain how data will be collected to measure the outcome
 - Examples may include: pre- and post-testing, surveys, client satisfaction evaluations, etc.
 - Include evaluation instruments in Other Attachments

Budget Form

- Configures funding amounts for budget categories
- Each category assigned a section for justification



Budget Form (cont'd)

◎ Personnel

- Minimum 10% of time on grant can be requested
- Salary based on **pay periods** (i.e. not monthly); actual gross salary per pay period is required
- If a raise is anticipated during the contract period, use multiple budget lines to reflect each increase
- Fringe benefits must be line itemized and prorated according to percentage of time on grant
- If an increase and/or new line item is requested, explain why it is requested and how the agency has paid for the expense in the past

Budget Form (cont'd)

◎ Travel/Training

- Related costs may include, but not limited to:
 - Registration fees
 - Airfare/baggage
 - Airport parking
 - Lodging (based upon state per diem rate)
 - Hotel parking
 - Meals (based upon state meal per diem rate)
 - Rental Car and fuel
 - Mileage (state rate \$0.37/mile **OR** applicant agency rate, whichever is less)
 - Etc.



Budget Form (cont'd)

◎ Travel/Training (cont'd)

- Meals and lodging: Per diem rates should be used to estimate costs; rates can be found at:
<https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
- If requesting meals/mileage, please attach the agency's travel policy under "other attachments"
- Registration fees go under this category
- If an increase and/or new line item is requested, explain why it is being requested and how the agency has paid for this expense in the past



Budget Form (cont'd)

◎ Equipment

- Equipment is defined as tangible property, having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
- Equipment should be reasonable and necessary to providing direct services to victims of crime
- If used for purposes other than SSVF, cost must be prorated
 - Based on proposed SSVF budget or the % of time the employee using the equipment is requested at
- Vendor quotes may be uploaded under 'Other Attachments'

Budget Form (cont'd)

◎ Supplies/Operations

- Supplies/Operations must be prorated based on the proposed SSVF budget vs. total agency budget
- Office Supplies:
 - Items included in the Office Supply list (Application Packet) can be shown as one line item and generically labeled “Office Supplies”
 - Items not provided in this list must be a separate line item
 - If an increase and/or new line item(s) is being requested, please explain why it is being requested and how the agency has paid for this expense in the past

Budget Form (cont'd)

◎ Contractual

- Draft written contract between applicant agency and individual/company to be contracted with must be submitted with application
 - Outline the following
 - What services will be performed
 - Who will perform the requested contractual services
 - When they will be performed
 - The rate at which they will be performed
 - If contractual expenses are approved, the agency will be required to submit a final signed contract
 - Hourly rate cannot exceed \$81.25/hour or \$650 per day
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past



SSVF Data Form

- ◎ Prorate the SSVF funds requested by the types of victims to be served with this project
 - Provide your best estimate
 - Must equal 100%
- ◎ Prorate the amount of funds dedicated to Underserved and Other category (if applicable)
 - Total percent of this section must equal 100%
- ◎ Provide total number of victims to be served by this project
- ◎ Indicate the anticipated breakdown of women, children, and men to be served by this project, along with anticipated number of bednights to be provided



Audit Requirements Form

- ⦿ Addresses federal and state funding received by the agency
- ⦿ Audit is required to be submitted when \$375,000 or more in State funds are expended during the agency fiscal year (from any State source)

Required Attachments Form

◎ Required

- Agency Organizational Chart
- Policy & Procedures Relating to Internal Controls
- Agency's Current Budget (**itemized**)
- Funding Source Identification
- Letters of Collaboration/MOU's (at least 3)

◎ Required, if applicable

- Job Descriptions/Pay Stubs for individuals on the project
- Board of Directors List
- Documentation of Not-for-Profit Status
- Contractual Agreement (executed or draft)

Other Attachments Form

- ◎ Optional, may include:
 - Copy of client survey
 - Redacted client feedback letter
 - Etc.

Self-Evaluation Risk Assessment

- Weighted form used to determine if the agency will be subject to special conditions, if awarded
- Form should be completed by the Authorized Official or Executive Director of agency

Application Certified Assurances

- Read the Certified Assurances
 - Provided through a link in the application and as an attachment in the Funding Opportunity announcement
 - Certified Assurance should be read/agreed to by the Authorized Official and/or Executive Director of the agency
- Certify that you have read and agree to the terms
 - Form should be completed by the Authorized Official or Executive Director of agency

Application Deadline

- Applications must be **submitted no later than 5:00 p.m. Friday, November 9, 2018.**
- All information/documents must be submitted with the final application via WebGrants. Missing or late information/documents will not be accepted.

Final Tips

- ⦿ Contract period is for **12 months**.
 - You will need to request 12 months worth of funds.
 - Keep this in mind when budgeting.
- ⦿ Read instructions thoroughly, both in the NOFO packet and onscreen in WebGrants.
- ⦿ Ensure all necessary attachments are included.

Final Tips

- ① Avoid submitting registration request and/or application close to deadlines in the event you experience technical problems.
- ① **Late applications will not be considered**
 - The only exception will be if unforeseen **WebGrants** technical issues arise.
 - Please see Application Packet for more detailed information regarding WebGrants technical issues.

Final Tips

◎ Remember important deadlines...

- WebGrants Registration (new agency):
no later than 5:00 p.m. Friday, October 26, 2018
- Application due date: **submitted no later than 5:00 p.m. Friday, November 9, 2018.**

Online Resources

- ◎ <http://www.dps.mo.gov/dir/programs/cvsu/ssvf.asp>
 - Notification of Funding Opportunity Power Point Presentation
 - 2019 Notice of Funding Opportunity packet
 - Service Standards and Code of Ethics
 - WebGrants Sub-grantee Manual
 - DPS Sub-Recipient Travel Policy
 - DPS Financial and Administrative Guide
 - Link to WebGrants Website

Questions

