



WELCOME!

*We will begin shortly.*

***This presentation will be recorded.***

# 2024 STATE SERVICES TO VICTIMS FUND (SSVF)

Notice of Funding Opportunity (NOFO)

Workshop

February 28, 2023



# MO OVC CRIME VICTIMS SERVICES STAFF

- ▶ **Connie Berhorst, MO OVC Program Manager**
- ▶ **Tina Utley, Victim Services Grants Specialist**
- ▶ **Kristina Kirchhoff-Welch, VS Grants Officer/Program Rep**
- ▶ **Adriana Budean, VS Grants Officer/Program Rep**
- ▶ **Michelle Parks, Juvenile Justice Senior Program Specialist**
- ▶ **Chris Yeager, Juvenile Justice Compliance Monitor**
- ▶ **Tiffany Bisard, MOVANS Coordinator**

# SSVF GRANT CONTACTS

- ▶ **Tina Utley, Victims Services Grants Specialist**  
**573-522-6235**  
**[tina.utley@dps.mo.gov](mailto:tina.utley@dps.mo.gov)**
  
- ▶ **Kristina Kirchhoff-Welch, Grants Officer/Program Representative**  
**573-522-5685**  
**[kristina.kirchhoff@dps.mo.gov](mailto:kristina.kirchhoff@dps.mo.gov)**
  
- ▶ **Adriana Budean, Grants Officer/Program Representative**  
**573-522-3778**  
**[adriana.budean@dps.mo.gov](mailto:adriana.budean@dps.mo.gov)**

# 2024 SSVF PROJECT PERIOD

**July 1, 2023 - June 30, 2024**

*(Please note: this is a ONE year contract!)*

***The application will be available within  
WebGrants Friday March 3, 2023***

# REGISTRATION

- **NEW organizations** are required to **register** for a WebGrants account in order to apply
- **NEW organizations** are those that have never registered for a WebGrants account
  - If you are unsure, e-mail [cvsu@dps.mo.gov](mailto:cvsu@dps.mo.gov) and we can look you up
  - Register at <https://dpsgrants.dps.mo.gov/index.do>
- **New USERS** may be added to an existing account at any time by the organization
  - Instructions for adding a new registered user can be found at the end of this presentation

# DEADLINES

- **NEW organizations** must **register** for a WebGrants account no later than **Friday March 31, 2023 @ 5:00 p.m. (CST)**
- **Applications** must be **submitted** no later than **Friday April 14, 2023 @ 5:00 p.m. (CST)**
  - Required information/documents must be submitted with the final application via WebGrants
  - Missing or late information/documents will not be accepted
  - **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT!**
  - **The application will automatically lock at 5:00 p.m.**

# WEBGRANTS “UPDATES”

- **Passwords**

- Expire every 180 days (approx. every 6 months)
- Must be at least **6 characters** long
- May not reuse **previous five (5)** passwords

- **DUNS Number transition to UEI**

- Completed in April 2022
- DUNS number should have automatically transferred to UEI

- **SAM/CCR CAGE Code expiration dates**

- Must be submitted to DPS
- Agencies not able to edit profile information



# WHAT IS SSVF?

- ▶ The State Services to Victims Fund (SSVF) consists of monies 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 & 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 the crime of driving while intoxicated or vehicular manslaughter

# ELIGIBILITY, CONT.

- ▶ 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
  - ▶ Agencies must comply with either the MOCADSV Service Standards and Guidelines, or the MO OVC Program Standards and Guidelines

# EXAMPLES OF ALLOWABLE SERVICES

## ▶ 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.

# 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 opportunities
- ▶ Crime prevention activities/programs
- ▶ Construction/Renovation costs
- ▶ Indirect costs
- ▶ Vehicles, purchased or leased
- ▶ Professional dues, subscriptions, and memberships

# UNALLOWABLE COSTS

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

***Refer to the Notice of Funding Opportunity packet  
for more examples of Unallowable Costs***



# CONTRACT PERIOD

Approved projects will be awarded  
for 12 months

**July 1, 2023 – June 30, 2024**

# APPLICATION PROCESS & REVIEW

- ▶ Competitive bid
  - ▶ Two-part process
    - ▶ Administrative review for technical merit by DPS staff
    - ▶ External peer review
      - ▶ Professionals without personal or financial interest
      - ▶ Panels change for each funding opportunity
- ▶ Projects may be awarded as requested, a partial amount, or funding may not be awarded
- ▶ Final approval provided by the Director of the Missouri Department of Public Safety (DPS), or official designee

# NOTICE OF FUNDING OPPORTUNITY (NOFO) PACKET

- ▶ Program Description and Guidelines
- ▶ WebGrants Application Instructions

# GRANT APPLICATION INSTRUCTIONS

**Missouri Department of Public Safety  
WebGrants System**

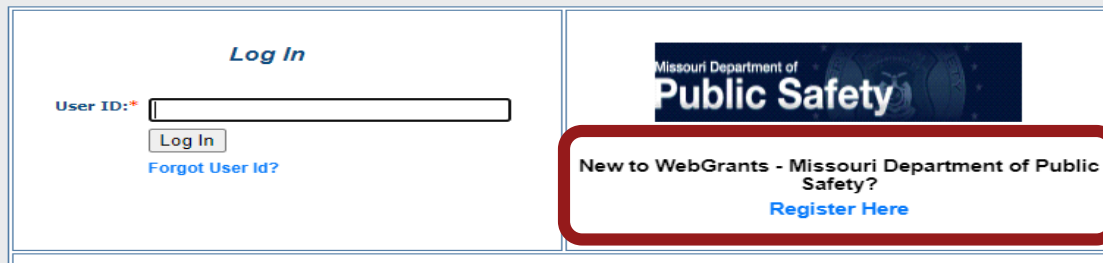
<https://dpsgrants.dps.mo.gov>

# REQUIRED INFORMATION FOR WEBGRANTS

- ▶ Acquire a Unique Entity Identifier (UEI) if your agency does not already have one
- ▶ Ensure information associated with your UEI is up-to-date
  - ▶ You must contact the Federal Service Desk (FSD) directly for assistance with UEI and/or SAM
    - ▶ <https://sam.gov>
    - ▶ 866-606-8220

# REGISTERING WITH WEBGRANTS

- ▶ Again, **NEW** agencies **must** register for a WebGrants account in order to apply
- ▶ <https://dpsgrants.dps.mo.gov/index.do>



The screenshot shows a web interface with two main sections. The left section is titled "Log In" and contains a "User ID:\*" label, a text input field, a "Log In" button, and a "Forgot User Id?" link. The right section features the "Missouri Department of Public Safety" logo and a red-bordered box containing the text "New to WebGrants - Missouri Department of Public Safety?" and a "Register Here" link.

- ▶ **New** registrations must be submitted by **5:00 p.m. CST Friday March 31, 2023**
- ▶ Each agency should designate one individual for the purposes of registering and assigning new users
  - ▶ Agencies are encouraged to have at least **two** registered users

# THE APPLICATION

- ▶ Will be completed within WebGrants
- ▶ Comprised of individual “forms”
- ▶ Instructions are provided for each form
  - ▶ Please follow the on-screen instructions provided, as well as the instructions included in the Notice of Funding Opportunity packet

# GENERAL INFORMATION FORM

- ▶ Provides general information about the agency/project:
  - ▶ System ID (will auto-populate)
  - ▶ Project Title
    - ▶ Must be brief, as well as unique to the agency/project
      - ▶ For example: “2024 SSVF Project” is very generic and is not unique to an agency or project
      - ▶ “Tri-County Victim Advocate” is unique to a specific project
  - ▶ Primary Contact
  - ▶ Organization



# CONTACT INFORMATION FORM

- ▶ Individuals who are responsible for the agency/project:
  - ▶ Authorized Official\*
  - ▶ Project Director\*
  - ▶ Fiscal Officer
  - ▶ Project Contact Person
  - ▶ Non-Profit Chairperson (if applicable)

***\*Please note: the Authorized Official and Project Director cannot be the same person***

# CONTACT INFORMATION FORM

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

# 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
    - ▶ Please keep it **brief**. No more than a few sentences, based upon the project you are requesting
  - ▶ Program Income

# STATEMENT OF THE PROBLEM FORM

- ▶ Addresses need for grant funds to support the proposed project
- ▶ Defines the problem the agency will attempt to impact with this project
- ▶ Presents evidence to demonstrate need
  - ▶ Local Crime statistics from law enforcement
    - ▶ Must be current
  - ▶ Population & demographic information of area(s) to be served
  - ▶ Agency statistics

# TYPE OF PROGRAM FORM

- ▶ Describes your agency and the proposed project
- ▶ Explains what services will be provided, including:
  - ▶ Who will provide the services
  - ▶ How the services will be accessed
  - ▶ Who will benefit from the services
- ▶ Addresses how the agency is in compliance with either MOCADSV **or** MO OVC Service Standards
  - ▶ Do not simply state your agency is in compliance!
    - ▶ Provide examples and explain how the agency is in compliance

# COORDINATION OF SERVICES FORM

- ▶ Explains how your agency coordinates activities with:
  - ▶ Other local service providers
  - ▶ Law Enforcement
  - ▶ Prosecuting Attorney offices
  - ▶ Courts
  - ▶ Other community based agencies
- ▶ Do not simply list agencies you make referrals to; describe coordination efforts

# CRIME VICTIMS' COMPENSATION ASSISTANCE FORM

- ▶ Describes how your agency provides information and assistance to crime victims regarding Crime Victims Compensation
  - ▶ Who provides assistance
  - ▶ When is information provided
  - ▶ What type of assistance is provided

# NUMBER OF VICTIMS TO BE SERVED FORM

- ▶ Indicate anticipated number of victims to be served by this **one (1) year** project
- ▶ Provide basis for estimates (i.e. prior years numbers, relevant crime statistics, number of unmet requests for services)
- ▶ Break out the number of women, children, and men separately
- ▶ Numbers should match the “SSVF Data Form”
- ▶ If serving multiple counties, provide a breakdown by each county
- ▶ This section 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 for this goal are provided in a drop down menu
  - ▶ Choose at least five (5) different objectives

# EVALUATION PROCEDURE FORM

- ▶ Must correlate outcomes, completion of the objectives, and accomplishment of the goal
- ▶ Must list each selected objective, and the outcome anticipated for each
- ▶ For each objective, explain how data will be collected to measure the outcome
  - ▶ Examples may include: pre- and post-testing, surveys, client satisfaction evaluations, etc.
  - ▶ Evaluation instruments should be included in the Other Attachments

# REPORT OF SUCCESS

- ▶ If a current sub-recipient, Objectives and Objective Percentages from the current SSVF subaward must be listed
- ▶ Results/outcomes for each objective “to-date” must be provided
  - ▶ Outcomes must provide actual numbers, in addition to percentages
- ▶ **New projects do not have a Report of Success**
  - ▶ If a new project, type “n/a” in this section

# BUDGET FORMS

- ▶ Calculates funding amounts for requested categories
- ▶ Each category is assigned a section for justification
- ▶ Budget lines must be added **prior** to justification being completed

# BUDGET JUSTIFICATION

- ▶ Do not simply re-list items you are requesting
  - ▶ **Justify** the need for each item
  - ▶ **Justify** the expense of each item
  - ▶ **Justify** why each cost is requested
- ▶ If an increase and/or new line item is requested (i.e. current expense **not currently funded by SSVF**), explain **how** the agency has paid for the expense in the past, and **why** it is necessary for SSVF to assume the cost
  - ▶ If a brand new cost to the agency, as well as to SSVF, justify **why** the expense is necessary

# Personnel Budget

- ▶ Minimum 10% grant funded time may be requested
- ▶ Actual gross salary per pay period is required
  - ▶ Salary based on number of pay periods requested (i.e. not based on annual salary)
  - ▶ If a raise is anticipated during the contract period, add multiple budget lines to reflect each salary rate
- ▶ Fringe benefits must be itemized; prorate based on percentage of grant funded time requested

# Travel/Training

Related costs may include, but are not limited to:

- ▶ Conference  
Registration fees
- ▶ Airfare/baggage
- ▶ Airport parking
- ▶ Hotel parking
- ▶ Shuttle Service
- ▶ Rental Car
- ▶ Lodging
  - ▶ based upon state per diem rate
- ▶ Meals
  - ▶ based upon state meal per diem rate
- ▶ Mileage
  - ▶ State rate \$0.55/mile or applicant agency rate (*whichever is less*)

# TRAVEL/TRAINING CONT.

- ▶ 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 and/or mileage, attach agency travel policy in “Attachments”
- ▶ Registration fees conferences and/or trainings should be listed in Travel/Training budget
- ▶ 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



# 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 & necessary to the proposed SSVF project
- ▶ If used for purposes other than SSVF, cost must be prorated accordingly
  - ▶ Proposed SSVF budget vs. total agency budget, or
  - ▶ % of time requested for employee using equipment
- ▶ Vendor quotes supporting the cost may be uploaded in “Other Attachments”

# SUPPLIES/OPERATIONS

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

# CONTRACTUAL

- ▶ Contract must be submitted with the application
  - ▶ Draft is sufficient for application
  - ▶ If approved, agency will be required to submit a final signed contract prior to expenses being reimbursed
  - ▶ Hourly rate cannot exceed \$81.25/hour & \$650 per day
- ▶ Outline the following
  - ▶ **Who** will perform the requested contractual services
  - ▶ **What** services will be performed by the contractor
  - ▶ **When** services will be performed
  - ▶ **Rate** at which they will be performed
- ▶ If an increase and/or new line item, explain why it is being requested and how the agency has paid for this expense in the past

# BUDGET FORMS CONT.

- ▶ If increases and/or new line items are being requested in any of the budgets

Explain **why** the increase or new line item is being requested through SSVF

Explain **how** the agency has paid for this expense in the past

***NOTE: “new” line items include expenses that are new to SSVF, but not necessarily new to the agency***

# SSVF DATA FORM

- ▶ Prorate funds requested by type(s) of victims to be served by this project
  - ▶ Provide your best estimate
  - ▶ Total Percent must equal 100%

Prorate amounts dedicated to Total Underserved & Other category (if applicable)

Total Percent of **this section** must also equal 100%

Provide anticipated number of victims to be served

Must equal Number of Victims to be Served narrative

Indicate anticipated breakdown of Women, Children, and Men to be served

Indicate number of Bed Nights anticipated (if applicable)

# 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 & Payroll Records for individuals funding is requested for
- ▶ Agency's Profit/Loss Statement for last 2 fiscal years
- ▶ Board of Directors List
- ▶ Documentation of Not-for-Profit Status
- ▶ Contractual Agreement (executed or draft)

# OTHER ATTACHMENTS FORM

- ▶ **Optional**, samples of “Other Attachments” may include:

- Copy of client surveys

- Redacted client feedback letter

- Tables and/or charts to help illustrate information provided in the narrative



# 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 Notice of Funding Opportunity announcement

Certified Assurance should be read/agreed to by the Authorized Official and/or Executive Director of the project agency

- ▶ Certify the Certified Assurances have been read, and agency agrees to the terms

Form should be completed by the Authorized Official or Executive Director of agency

# APPLICATION DEADLINE

Applications must be **submitted by 5:00 p.m. (CST) on Friday April 14, 2023**

WebGrants will automatically lock submissions at 5:00 p.m., so do **NOT** wait until the last minute

All information/documents must be submitted with the application via DPS WebGrants

Missing or late information/documents will **not** be accepted

# FINAL TIPS

- ▶ Contract period is for one **(1) year**
  - ▶ 12 months worth of funding
  - ▶ Keep this in mind when budgeting

Read instructions thoroughly, both in the NOFO application packet and onscreen within WebGrants forms

- ▶ Ensure all necessary attachments are included

# FINAL TIPS

Remember these important deadlines!

## WebGrants Registration

(Applicable to NEW Agencies ONLY)

Friday March 31, 2023 @ 5:00 p.m.

## Applications DUE

Friday April 14, 2023 @ 5:00 p.m.

It is OK to submit EARLY!!! We encourage you to do so!

# ONLINE RESOURCES

<https://dps.mo.gov/dir/programs/cvsu/ssvf-cont.php>

- 2024 SSVF Notice of Funding Opportunity (NOFO)
- NOFO Workshop Power Point Presentation
- WebGrants Sub-grantee Manual
- DPS Sub-Recipient Travel Policy
- DPS Financial Administrative Guide
- MOCADSV Service Standards for DV and SV Programs
- MO OVC Standards & Code of Ethics
- Link to WebGrants Grants Management System

# QUESTIONS



# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

**Q:** Will the PowerPoint be e-mailed to everyone?

**A:** No, but the PowerPoint will be available on our SSVF webpage for access by all.

**Q:** How much funding is available, and how does it compare to last year?

**A:** We do not have a final amount at this time. Our spending authority is for \$2M, the same as last year. However, it is uncertain if the fund will have the full \$2M available to award.

**Q:** Is administrative support to ensure compliance with grant billings and reporting allowable?

**A:** Yes. A grant funded employee who also completes required SSVF billings and/or reporting may claim the time as allowable.

**Q:** Is substance use disorder counseling provided for domestic violence shelter residents an allowable "mental health counseling" expense?

**A:** If a client requests services for their victimization, and it is discovered substance use counseling would also benefit them in their recovery from violence, the counseling is allowable.



# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

**Q:** Are benefits for advocates who are providing direct services covered under this grant?

**A:** Yes

**Q:** Can a supervisor who does not provide direct service but supervises direct service staff/volunteers be an allowable expense?

**A:** Payment of salaries and expenses of supervisory staff in a project can be allowable if the supervisory staff are necessary to effectively facilitate the provision of direct services.

**Q:** If the Executive Director and the Project Coordinator/Bookkeeper also provide direct services to our clients, because we are a limited staff, are they allowable personnel?

**A:** If the ED, Project Coordinator/Bookkeeper spend a portion of their time providing direct services, that portion may be eligible on the grant. The eligible time would need to be prorated, and no less than 10% allowable.

# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

**Q:** I don't believe there is a way to distinguish between primary and secondary victims. Correct?

**A:** The primary victim is the individual who was the victim of the crime. If family members also receive services, those individuals would be considered secondary victims.

**Q:** If we receive VOCA and DVSS are we allowed to apply for the SSVF?

**A:** Yes.

**Q:** Is there a recommended request range? Or a typical award amount for SSVF? Is there a max that can be requested?

**A:** There is no maximum on the amount you may request. Ask for what you need; we have no way of knowing the actual amount of requests we will receive for each funding opportunity.

**Q:** May funds be used to pay for relocation of the victim and family if threatened with eviction or experiencing trauma?

**A:** SSVF could pay for relocation expenses when necessary to ensure the safety of the victim.

# Frequently Asked Questions from Previous SSVF NOFO Workshops

**Q:** When will the awards be announced?

**A:** We hope to make award announcements before the end of June.

**Q:** Would medical services provided within a hospital or clinic be eligible expenses?

**A:** No. Medical expenses are not eligible; however, an advocate attending a medical appointment/exam to provide support to a victim, would be allowable time.

**Q:** Does there have to be an active police report to be considered a victim?

**A:** Reporting to the proper authorities is encouraged; however it is not a requirement and should not prevent a SSVF sub-recipient from providing services to victims.

**Q:** Will this be a reimbursable grant?

**A:** Yes, funds are awarded on a reimbursement basis only. The agency must incur and pay the cost up front, then submit a reimbursement request for allowable expenses.

# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

- Q:** Do you want the letters of collaboration dated 2022-2023 or specifically March/April 2023?
- A:** Letters of collaboration must be current and specific to this project, so March/April 2023.
- Q:** Can SSVF funds be used for burials or cremations?
- A:** No. Crime Victims Compensation (CVC) accepts applications for funeral expenses. This is an application process; meaning eligibility must first be determined. CVC is a payor of last resort. For more information or to request a training for your staff/community please visit <https://dps.mo.gov/dir/programs/cvc/>
- Q:** May funds be used to pay for repairs necessary as a result of the crime?
- A:** SSVF could reimburse for emergency services such as window, door, and lock replacement or repair, and other repairs necessary to ensure a victim's safety.

# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

**Q:** The projects are to begin July 1, correct?

**A:** The **funding period** begins July 1. If the project is a continuation, and/or ready to go on July 1, fantastic! If a new project, more time may be required in order to launch the project.

**Q:** Going back to the beginning regarding deadlines...What is earliest we can submit an application?

**A:** The application should be available in WebGrants March 3, 2023. You can submit as soon as you get the application completed!

**Q:** What if your project is a very narrow project only involving one other organization? Will a single MOU from that entity suffice? Otherwise, an additional two MOUs or letters of collaboration won't be project specific but rather organization wide.

**A:** Three letters, or an MOU signed by 3 separate agencies (in addition to the applicant agency), is the requirement. If only one other agency signs the MOU, you will need additional MOU's or letters from two additional agencies.

# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

- Q:** Is this grant specifically for victim advocates, or can this be used to assist victims? Such as emergency hotel placement, gift cards for gas/food/etc.
- A:** Emergency hotel placement is allowable. Gift cards are not allowable, as there is no way to track whether a gift card is used for eligible expenses.
- Q:** So with this funding, the agency would need to pay the bill for emergency placement, and then we would submit that to you all?
- A:** Correct. Invoices/receipts, and proof of payment would then be submitted for reimbursement.
- Q:** Who qualifies as a victim specifically?
- A:** Victim – a person who suffers personal injury or death as a direct result of a crime, as defined in subdivision (5) of RSMo 595.010.

# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

**Q:** Are you able to work on the application in sections? For example, log in, start on the app, save, come back later and do more?

**A:** YES! The application is a series of “forms”; in order to save each form, you must first complete the required fields (marked with \*).

You may use “placeholders” for required fields, just be sure to come back and update the fields prior to submission!

You can edit/update the information entered at any time (even if the form is marked “Complete”), up until the application is actually submitted. Once it is submitted, it cannot be changed.

**Q:** Are Batters’ Intervention Programs (BIP) eligible for funding?

**A:** Unfortunately, no. SSVF is for direct victim services only.

**Q:** Could the grant be used for a multi-disciplinary team coordinator at a child advocacy center?

**A:** Yes



# Frequently Asked Questions from Current & Previous SSVF NOFO Workshops

**Q:** Can we download the application with all the dropdown menus for the objectives?

**A:** Unfortunately, no.

**Q:** Will SSVF pay for services to witnesses who are in danger?

**A:** SSVF can only reimburse for services to crime victims. If you are looking for services regarding witnesses, the agency will need to coordinate with local Law Enforcement.

Local Law Enforcement may submit an application for funding under the **Protection Program for Victims/Witnesses of Violent Crime (PPVVC)**. You may view the PowerPoint and funding opportunity on our website.

<https://dps.mo.gov/dir/programs/jj/ppvvc.php>

If you have further questions regarding victim/witness protection, feel free to reach out to Michelle Parks at 573-751-5954.