



**WELCOME!**  
**WE WILL BEGIN SHORTLY.**

# Missouri Department of Public Safety Office for Victims of Crime



## 2025 STATE SERVICES TO VICTIMS FUND COMPLIANCE WEBINAR

# SSVF GRANT STAFF

- Tina Utley, Grants Specialist  
573-522-6235  
[tina.utley@dps.mo.gov](mailto:tina.utley@dps.mo.gov)
- Veronica Giedd, Grants Officer  
573-751-6145  
[veronica.giedd@dps.mo.gov](mailto:veronica.giedd@dps.mo.gov)
- Kaitlin Powers, Grants Officer  
573-522-5685  
[Kaitlin.powers@dps.mo.gov](mailto:Kaitlin.powers@dps.mo.gov)

# REGIONAL REPRESENTATIVES

- Claims, Reports, and Correspondence will be reviewed by the regional representative assigned to your program
- Please contact your regional representative with questions or requests for technical assistance related to your project
- All monitoring activities will be conducted by your regional representative

# REGIONAL REPRESENTATIVES

- Use the Correspondence component to initiate or **reply** to a WebGrants Correspondence
  - Do NOT reply to the e-mail alert you receive from WebGrants; your reply may not reach your intended recipient
  - To CC: a recipient, an **e-mail address** is required
    - Per on-screen instructions, separate multiple e-mail addresses with a **semi-colon ( ; )**
- Contact Information and personnel changes **MUST** be submitted to your program representative via WebGrants Correspondence
- Include your name and agency name in your Correspondence (we like to know who we're communicating with!)

# SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

- SAM (formerly CCR/Cage Code) registration must be updated **annually** by the agency
  - <https://sam.gov>
- The agency's new expiration date must be sent to your regional representative via WebGrants Correspondence
  - Agencies are no longer able to edit their organization information within WebGrants
- The agency's SAM.gov profile must be marked "public"  
We are unable to view "private" accounts

# STATUS OF 2025 AWARDS

- Subaward documents can be found under the “Subaward Documents – Need Signatures” component of WebGrants
  - Download and/or print these forms for signatures

# SUBAWARD DOCUMENTS SIGNATURES

## Electronic Signatures are Acceptable

- The Authorized Official and Project Director may sign subaward documents with either a handwritten signature or a digital signature. Stamped signatures are not acceptable.
- ALL SIGNATURE FIELDS MUST BE COMPLETED ON THE SUBAWARD AND THE CERTIFIED ASSURANCES.
- The Authorized Official must also initial each page of the Certified Assurances.

NOTE: The individuals signing the documents **must match the typed names on the documents**. If they do not, please contact your regional representative for further instruction.



# FINAL SUBAWARD DOCUMENT APPROVAL PROCESS

- Signed subaward documents are reviewed by the DPS-OVC grant staff
- The documents are forwarded to DPS Administration for final review & approval
- Approved documents are signed by DPS Administration & moved to “Underway” status in WebGrants
- Fully signed documents are uploaded to WebGrants under the “Subaward Documents – Final”

Please download and print a copy of these final fully signed award documents for your records.

# PERFORMANCE PERIOD

**July 1, 2024 through June 30, 2025**

- Projects must be operational within 60 days of the project period start date
- If not operational within 60 days, subrecipient must report to DPS, via WebGrants Correspondence, steps taken to initiate the project, reasons for the delay, and the expected start date
- If not operational within 90 days, a second statement to DPS is required explaining the continued delay
- Upon review, DPS may terminate the award if the project is not operational in a reasonable time-frame

# GENERAL INFORMATION

It is the Subrecipient's responsibility to be familiar with, and reference the following documents:

- **2025 SSVF Certified Assurances**
- **DPS Financial and Administrative Guidelines**  
<https://dps.mo.gov/dir/programs/cvsu/documents/financial-admin-guidelines.pdf>
- **DPS Subrecipient Travel Guidelines**  
<https://dps.mo.gov/dir/programs/cvsu/documents/sub-recipient-travel-policy.pdf>

# GENERAL INFORMATION

It is the Subrecipient's responsibility to be familiar with, and reference the following documents:

- **The agency's 2025 SSVF approved budget and project scope, as outlined in the subaward**
- **Any subaward specific Special Conditions**
- **Compliance requirements as outlined in this PowerPoint and the 2025 SSVF Certified Assurances**

Resources are also available on the SSVF webpage to assist you:

- **Helpful Tips for Navigating WebGrants, Claims 101 training, Subaward Adjustments 101 training, SSVF Annual Report instructions, and more.**

# GENERAL INFORMATION

- It is the agency's responsibility to keep Registered Users up-to-date
- Review agency's **Registered Users** periodically
  - From the Main Menu, select "My Profile"
    - Select agency name from Associated Organization
      - This will open the agency's profile page
      - Scroll down to see the list of Registered Users
  - If a registered user is no longer associated with the organization, notify your Regional Representative of the need to remove the user so that appropriate action may be taken. Please do not delete them yourself.

# 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
- Subrecipients are encouraged to assist victims with Crime Victims Compensation application
- Promote coordinated community effort
- Maintain confidentiality

# OBLIGATION OF FUNDS

- Funds distributed on a reimbursement basis only
  - Services/activities/etc. must be paid for by the agency **prior** to receiving reimbursement
- Purchase Orders
  - Funds are considered obligated if a purchase order is issued by the agency
- Claims for reimbursement must be submitted **within 60 days** of expense being incurred
  - Failure to submit expenses within 60 days may result in reimbursement being denied

# PERSONNEL

- Only direct services provided to victims of crime are eligible for reimbursement
- Supporting documentation **MUST** be submitted for salary and benefit requests
  - Payroll records, paystubs, invoices, timesheets, etc.
  - Rates for Worker's Comp, Unemployment Comp, etc. must be clearly identified (if applicable)
    - Proof of payment must be provided for fringe benefits
- Activity timesheets must account for all time, regardless of percentage being claimed



# PERSONNEL

- Timesheets
  - Detailed activities of grant funded employees **MUST** be tracked and reported
  - Timesheets **MUST** be kept by pay period and **MUST** be signed by both employee & supervisor
  - 100% of time **MUST** be recorded, regardless of percentage being claimed
    - Document all paid hours, including paid time off (PTO), overtime, etc., **even if not charged to the grant**
    - Time worked on ineligible activities should be recorded as “Non-Allowable” hours
    - Time listed as “Other Allowable Hours” requires a description of the time be provided. Very few hours should be listed in this column. List hours in the applicable columns.

# ALLOWABLE ACTIVITIES

- 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** allowable through SSVF

# TRAVEL

- Pre-approval requests to attend training on grant funded time must be submitted to your Program Representative **at least 30 days prior** to the training to be considered

# CONTRACTUAL

- Contractual Expenses
  - Copy of current, signed contract must be uploaded to the WebGrants system **before** costs can be reimbursed
    - If not included with your approved application, please forward to your Program Rep via WebGrants Correspondence
  - Fees for contractual services cannot exceed \$81.25/hr and \$650/day

# UNALLOWABLE COSTS

- Prevention Activities
- Awareness Activities
- Employee Bonuses
- Lobbying
- Fundraising
- Grant Writing (also considered fundraising)

# CLAIMS 101

- All Claims must be submitted via DPS WebGrants
- Submit a **separate** Claim for each month's expenses
- Claims must be submitted every month
- Claims must be submitted by 11:59 pm the 5th of each month
  - If the 5th falls on a weekend or holiday, Claims are due the next business day
- Final claims must be submitted NO LATER than **August 5<sup>th</sup>, 2025** in order to be considered/paid

# CLAIMS 101

- Report only those expenses incurred during the reimbursement period
  - July 1, 2024 - June 30, 2025
- Include only those items which are approved in your SSVF contract budget
- **Preview the Claim before submission!**
  - Reimbursement total should equal the Detail of Expenditures form total
    - If these totals do not match, contact your Regional Rep for assistance

# CLAIMS 101

## Detail of Expenditures form

- Budget Line – Ensure the correct line is selected for each expense
- Pay Date – Date the expense was **paid** by the agency
- Check Number – may also include EFT or Direct Deposit (DD) number
- Payee – Person or entity **payment was made to**
  - Note: the grant funded employee is **not** the recipient of the agency's fringe benefit payments, please do not list them as the Payee for these types of expenses



# CLAIMS 101

## Detail of Expenditures form

- Description - be concise but include relevant details (pay period/coverage dates, rate claimed, etc.)
- Gross Pay/Actual Amount - **ACTUAL** gross salary per pay period must be provided, regardless of time spent on grant eligible activities; **ACTUAL** costs for all other expenses must be provided
  - Gross salary should **not** include bonuses, gifts, etc., but may include eligible overtime

# CLAIMS 101

## Detail of Expenditures form

- Salary/Fringes for each pay period may be claimed **up to the Eligible %** calculated by corresponding WebGrants Activity Timesheet
- Allowable % may **not exceed** the Eligible % calculated by WG Activity Timesheet for the corresponding pay period
- Fringe benefits % should not exceed the salary % being claimed
- May simply claim Salary/Fringes at the **budgeted %**, as long as the WG Activity Timesheet supports that %

**Note: Claiming salary/fringes at a % greater than budgeted may result in funding for those lines being expended prior to the end of the contract period.**

# CLAIMS 101

## Detail of Expenditures form

- % of Funding Requested = the percentage of the actual cost being requested for reimbursement
- Federal Share = amount of reimbursement requested for the line item (calculates automatically)
- **REMEMBER** - Reimbursement total should equal the Detail of Expenditures form total
  - Preview the Claim to compare the two totals
  - If the amounts do not equal, contact your Regional Rep

# CLAIMS 101

Back-up documentation must be submitted for any expense reimbursement is requested for.

## **Some examples include:**

Salary records/pay stubs

Signed Activity Timesheets

Insurance premium invoices

Fringe Benefit rates

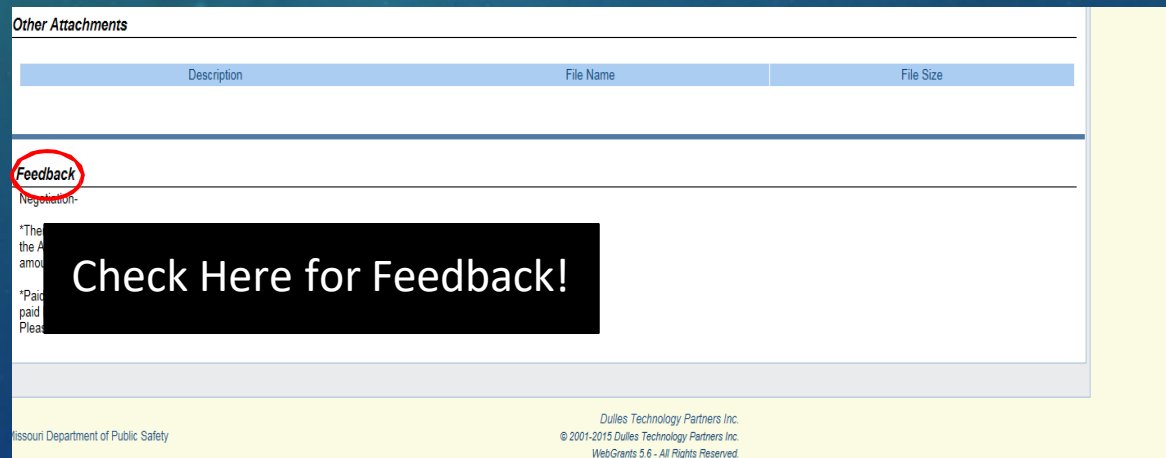
Contractual invoices

# CLAIMS 101

- Why is my payment less than what was requested?
  - Mathematical errors
  - Ineligible/Unallowable expenses
  - Missing back-up documentation
  - Monitoring findings
  - Training hours that were **not** pre-approved
  - Expenses that are over 60 days old
  - Expenses incurred outside the contract period

# CLAIMS 101

- An alert is triggered after your claim is processed
  - Instructs you to check the Feedback of the Claim
    - If there is Feedback, it is located at the bottom of the Claim
    - May contain information regarding corrections or instructions for submitting future claims



**Other Attachments**

Description	File Name	File Size

**Feedback**  
Negotiation-

\*The A  
the A  
amou

\*Paid  
paid  
Plea

**Check Here for Feedback!**

Missouri Department of Public Safety

Dulles Technology Partners Inc.  
© 2001-2015 Dulles Technology Partners Inc.  
WebGrants 5.6 - All Rights Reserved

# 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 101

- **Late Claims:**
  - Claims for Reimbursement (including all supporting documentation), must be submitted by the 5<sup>th</sup> of every month
    - 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 Claims as required 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

- **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 period
  - Budget Revisions are **NOT** retroactive
  - A maximum of two subaward adjustments are allowed during the project period
- Programmatic Changes
  - Any change that affects the project, but not necessarily the budget
    - Examples may include position title change, project title change, agency name change, etc.

# INFORMAL ADJUSTMENTS

- The 10% Rule
  - Up to 10% of your award amount may be moved amongst **existing** budget lines without a formal request, with the following **EXCEPTIONS**:
    1. Funds may **NOT** be moved **INTO** the Personnel/Benefits categories from other categories
    2. Funds **MAY** be moved around **WITHIN** the Personnel/Benefits category
    3. Funds **MAY** be moved **OUT** of the Personnel/Benefits category to other lines
- Contact your Program Representative if you are unsure

# CHANGE OF INFORMATION

- Must be submitted through WebGrants Correspondence and may include:
  - Change in Authorized Official, Project Director, etc.
  - Changes in grant funded staff – hire date must be included
  - Change of address

**It is the agency's responsibility to update DPS regarding any changes that may affect the subaward!**

# 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, DPS Financial & Administrative Guide, Certified Assurances, and any Special Conditions
  - Provide programmatic assistance

This is a great 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
  - Corrective Action Plan (CAP)
    - A CAP may be required
    - If necessary, the CAP will outline any corrections and/or concerns that need to be addressed/explained

# REPORTING REQUIREMENTS

- SSVF Annual Performance Report
  - Due **July 15, 2025**
  - 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
  - Sample forms are available on our SSVF webpage <https://dps.mo.gov/dir/programs/cvsu/ssvf-cont.php>
  - **Start tracking NOW! It will make reporting easier!**





# QUESTIONS?

We are available to assist you in the administration of your subaward...please do not hesitate to contact us!

**The SUCCESS of your program is important to us!  
WE ARE HERE TO HELP!**

