



WELCOME!
WE WILL BEGIN SHORTLY.

Missouri Department of Public Safety Office for Victims of Crime



2027 STATE SERVICES TO VICTIMS FUND COMPLIANCE WEBINAR

SSVF GRANT STAFF

- Tina Utley, Grants Specialist
573-522-6235
tina.utley@dps.mo.gov
- Benjamin Johnson Jr., Grants Officer
573-751-6145
benjamin.johnson@dps.mo.gov
- Dawn Stilson, Grants Officer
573-522-5685
dawn.stilson@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 WebGrant Correspondence
 - Agencies are no longer able to edit their organization information within WebGrants
- The agency's sam.gov profile should be marked "public"
- We are unable to view "private" accounts
 - If your account is marked "private", it is your responsibility to provide a screenshot from sam.gov with your new expiration date

STATUS OF 2027 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, 2026 through June 30, 2027

- 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:

- **2027 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 2027 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 2027 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.**



State Services to Victims Fund (SSVF) Grant

[Home](#) » [Director's Office](#) » [Programs](#) » [Crime Victim Services Unit](#) » SSVF-cont

Missouri's initial victim assistance program was established by the General Assembly under the auspices of the Department of Public Safety with the adoption of Section 595.050, RSMo in 1981. With the passage of Section 595.100, RSMo (1988), the Services to Victims Fund was established.

Funding for the State Services to Victims Fund is provided through a \$7.50 court cost assessed in any court in the state (including juvenile court) for violation of a criminal law of the state, including an infraction and violation of a municipal or county ordinance.

The \$7.50 court cost assessment also funds an annual appropriation for state forensic laboratories, the Missouri Office for Victims of Crime and the maintenance of a victim notification system (MoVANS – Missouri Victim Automated Notification System). The balance of the funds available is split equally between the Crime Victims' Compensation fund and the State Services to Victims Fund.

- [2027 SSVF Notice of Funding Opportunity Packet](#)
- [2027 SSVF NOFO Workshop](#)
- [2027 SSVF NOFO Workshop Recording](#)
- [2026 SSVF Compliance Webinar](#)
- [2026 SSVF Compliance Webinar Recording](#)
- [DPS Sub-Recipient Travel Policy](#)
- [DPS Financial & Administrative Guide \(rev 2/25\)](#)
- [Claims 101 Training](#)
- [Subaward Adjustments 101 Training](#)
- [Funding Source Identification Template](#)

- [DPS WebGrants Site Visit FAQ](#)
- [Helpful Tips and Information for Navigating DPS WebGrants](#)
- [SSVF Annual Report Sample Forms](#)
- [MOCADSV Sexual Violence Service Standards](#)
- [MOCADSV Domestic Violence Service Standards](#)
- [MO OVC Standards, Guidelines, and Ethics](#)
- [DPS Grants Management System](#)
- [WebGrants Subgrantee Manual](#)
- [Daily Activity Timesheet \(Victim Services\)](#)
- [Definitions for Services Provided](#)

Office for Victims of Crime

[Office for Victims of Crime Home Page](#)

[Juvenile Justice Protections](#)

[Crime Victims' Compensation \(CVC\)](#)

[Crime Victim Rights](#)

[MOVANS \(Missouri Victim Automated Notification System\)](#)

[Resources for Crime Victims](#)

[Human Trafficking](#)

[Sexual Assault Survivors Bill of Rights](#)

Funding Opportunities

[Pretrial Witness Protection Services Fund](#)

[SASP \(Sexual Assault Services Program\)](#)

[SSVF \(State Services to Victims Fund\)](#)

[STOP VAWA \(Violence Against Women Act\)](#)

[Title II Formula Grant \(Juvenile Justice\)](#)

[WebGrants Grants Management System](#)

Contact

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.

GENERAL INFORMATION CONTINUED

- Adding new users to WebGrants:
 - Please note: If you are wanting to add a user to the organization, you, as a current authorized user under your agency will have to add them to WebGrants.
 - Once the user is added, please contact your regional representative to have the new user added to the organization's contacts list.
 - Please reference the DPS SSVF website to access the WebGrants Subgrantee Manual, pgs. 22-24: Add Registered Users.
 - Department of Public Safety State Services to Victims Fund (SSVF)

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. Please ensure you are submitting pay stubs according to the employees FULL GROSS pay; not just gross pay allocated to one funding source.
 - 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; DO NOT ONLY SUBMIT TIME ALLOCATED TO THE SSVF PROJECT.

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

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 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 5th, 2027** in order to be considered/paid

CLAIMS 101

- Report only those expenses incurred during the reimbursement period
 - July 1, 2026 - June 30, 2027
- Include only those items which are approved in your SSVF contract budget

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

- FICA amount from paystub should be listed x the eligible %
- Workers' compensation, unemployment, and retirement* should list the grant salary x the rate (Rate sheets should be attached)
- Insurance lines should list the premiums x the eligible %
- Fringe benefits % should not exceed the salary % being claimed
- *If based on a %

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

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

The screenshot shows a web interface with a table titled "Other Attachments". The table has three columns: "Description", "File Name", and "File Size". Below the table, there is a link labeled "Feedback" which is circled in red. A large black box with the text "Check Here for Feedback!" is overlaid on the page. At the bottom of the page, there is a footer with the text "Missouri Department of Public Safety" and "Dulles Technology Partners Inc. © 2001-2015 Dulles Technology Partners Inc. WebGrants 5.6 - All Rights Reserved".

Description	File Name	File Size
Feedback		

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 5th of every month
 - Claims submitted after the deadline will not be processed until the following month.
 - Claims must be submitted each month, regardless of whether 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!

Changes in Grant Staff

- **Please note: Make sure to send correspondence within WebGrants to your regional representative whenever there is a change to grant staff.**
 - Submit notice of an employee's termination or resignation.
 - Provide the last working day for grant staff who have left or will be leaving the agency.
 - If the position is vacant, please indicate that your agency is currently recruiting for the position.
 - Send additional correspondence once a replacement is hired. Include the hire date.
 - If a current employee of the organization will be transitioning into the grant-funded position, please include information on who will be backfilling that employee's current or previous position.

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, 2027**
 - 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!

