

# 2016- 2017 Sexual Assault Services Program Grant

Pre-Bid Seminar  
August 21, 2015



# Crime Victim Services Unit Program Staff

- Tyler Rieke, Program Manager
- Tina Utley, Program Specialist
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- Jenna Ridge, Program Representative
- Kris Waterman, Program Representative
- Virginia Mohammed, Program Representative
- Tiffany Schulte, Senior Office Support

# 2016 – 2017 SASP Contract Period

January 1, 2016  
through  
December 31, 2017  
(2 Year Grant)

# What is SASP?

The SASP Program was authorized under the by the Violence Against Women Act of 2005 (VAWA 2005). It is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

# Primary Purpose of SASP

- Support rape crisis centers in providing direct intervention and related assistance services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

# Estimated Funding for 2016 - 2017:

**\$400,000**

# Eligible Applicants

**To be eligible for funding from the SASP Grant, an applicant must be a non-governmental victim services program.**

**1. Nonprofit Organization.** To be eligible to receive SASP funds, organizations must be operated by a nonprofit organization.

**a. Nonprofit Organizations.** Nonprofit organizations must submit proof of their nonprofit status in one of four ways:

i. Proof that the Internal Revenue recognizes the applicant has the status of 501(c)(3);

ii. A statement from a State taxing body or the State secretary of state certifying that:

1. The organization is a nonprofit organization operating within the State; and
2. No part of its net earnings may lawfully benefit any private shareholder or individual;

# Eligible Applicants Cont;

iii. A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or

iv. Any item described in (i) through (iii) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

## 2. Faith-Based and other Community Organizations.

# Compliance Eligibility

- Comply with Federal Rules which regulate grant
- Comply with State Criteria
- Maintain Civil Rights information
- Comply with Non-Discrimination requirements
- Comply with Federal Fair Labor Standards Act
- Provide access to services for persons with Limited English Proficiency

# Compliance Eligibility cont.

- Forensic Exams
  - Cannot require participation in criminal justice system or cooperation with law enforcement
- Polygraph
  - Cannot require of sexual assault victim as a condition for proceeding with criminal investigation

# Compliance Eligibility cont.

- Court Records
  - Identifying information must be removed prior to public disclosure
- Confidentiality
  - May not release identifying information without written release unless required by statute or court order
- Service Standards
  - Comply with the Missouri Coalition Against Domestic & Sexual Violence (MCADSV) Service Standards and Guidelines.

# Allowable Services

In general, **SASP Program** funds may support training, technical assistance, evaluation, data collection, and equipment costs to:

- Support rape crisis centers in providing direct intervention and related assistance services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

# Allowable Services

- training, technical assistance, evaluation, data collection, and equipment costs
- Enhance services that meet the needs of women victimized by sexual violence.

# Eligible Costs

- Personnel
- Travel
- Supplies/Operations (necessary in provision of services)
- Contractual Expenses
- Equipment (necessary in provision of services)
- Audit Cost (if required)

# Ineligible Costs/Services

- Lobbying
- Perpetrator Rehabilitation
- Children's Programs
- Divorces and Legal Separations
- Fundraising
- Indirect Organizational Costs
- Property Loss
- Most Medical Costs

# Ineligible Costs/Services

- Relocation Expenses
- Cost of sending individual victims to conferences
- Activities exclusively related to crime prevention
- Construction Costs
- Real Estate Acquisition
- Large Items of Equipment
- Professional Dues, subscriptions, memberships
- Bonuses or commissions

# SASP Purpose Areas

The Sexual Assault Services Program (SASP) - Grant funds will support the establishment, maintenance, and expansion of sexual assault services by non-governmental victim services programs to assist those victimized by sexual assault.

The purpose of the Sexual Assault Services Program (SASP) is to provide intervention, advocacy, accompaniment (i.e. accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by sexual assault, **except** for the perpetrator of such victimization.

# SASP Purpose Areas cont.

Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;

# SASP Purpose Areas cont.

- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous
- bullets.

# Solicitation Packet

- The following items are addressed in detail in the Solicitation Packet
  - Introduction to SASP
  - Fund Allocation
  - Statutory Purpose Area
  - Program Priorities
  - Definitions
  - Subgrantee Organization Eligibility Requirements
  - Eligible Subgrantee Organizations
  - Allowable Services, Activities, Costs
  - Ineligible Services
  - Ineligible Cost Items
- The Packet can be obtained at <http://www.dps.mo.gov/CVSU/Main/CVSUhome.htm>

# Solicitation for Competitive Bid

- Solicitation Packet Includes:
  - Program Description and Guidelines
  - Grant Application Instructions
  - Financial and Administrative Guidelines (Posted Online)

# Completing the Application

- Putting your application together
  - Submit all required forms and budget pages
  - Submit narrative work program
  - Submit 3-5 Letters of Collaboration or Memorandums of Understanding (No Older than 3 years)
- Application packet at  
<http://www.dps.mo.gov/CVSU/Main/CVSUhome.htm>

# Solicitation Process and Review

- This is a competitive bid
- Review panel
  - –Various individuals from the Department of Public Safety
  - –Individuals from outside the Department who do not have a personal financial interest in this program
  - –The review panels change for each grant process and from grant cycle to grant cycle

# Grant Solicitation 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
  - [www.dunandbradstreet.com](http://www.dunandbradstreet.com)
  - 1-866-705-5711
- **Acquire or Renew Registration with the System for Award Management (SAM) - Formerly known as CCR (Central Contractor Registration) Database.**
  - **The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. You can register online at [www.sam.gov](http://www.sam.gov).**

# Registering with WebGrants

- Register as a User in WebGrants
  - <https://dpsgrants.dps.mo.gov>
  - Applicants must register no later than **11:59 p.m. on Friday, September 11, 2015**
- Each applicant agency should designate one individual for the purposes of registering and assigning new registrants
- Only registered users will be notified of the application

# The Application

- Comprised of 16 “forms”
- Each form gives detailed instructions of what information is necessary

# General Information Form

- Provides general information about the agency/project:
  - - System ID
  - - Project Title
  - - Primary Contact
  - - Organization

# Contact Information Form

- Lists the individuals who are responsible for the agency/project:
  - –Authorized Official
  - –Project Director
  - –Fiscal Officer
  - –Project Contact Person
  - –Non-Profit Chairperson (if applicable)

# Contact Information Form

	City Govern- ment	County Government	Nonprofit Agency	Law Enforce- ment 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
  - Brief Summary
  - etc.

# History of the Agency Form

- Provides a brief history of the agency and the types of victim services provided

# Statement of the Problem Form

- Defines the problem which the project will attempt to impact
- Presents quantitative evidence to demonstrate the problem
  - Local crime statistics
  - Population information
  - Etc.

# Type of Program Form

- Addresses the Services that this project will provide
- Addresses how the agency is in compliance with MCADSV Sexual Violence Standards
- Address how the victim access service

# Proposed Service Area Form

- States the geographic area to be served by the project

# Coordination of Services Form

- Explain how your agency coordinates or 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 with CVC funds

- Indicate the anticipated number of victims to be served by this SASP funded project (2 years).
- Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.
- Please provide your basis for this estimate.

## Number of Victims to be Served

# Goals and Measurable Objectives Form

In efforts to improve the evaluation of program funding through SASP, all SASP sub-grantees will implement the same goal into the goals/objectives of their project.

**Goal:**

To reduce the impact of the trauma of Sexual Assault.

**Objectives:**

\_\_\_\_\_ % of survivors will report having received support to improve their ability to cope with the aftermath of sexual assault.

# Evaluation Procedure Form

- Describes the process used to determine the success of your project.
- Should tie back to Goals and Objectives.
- Should explain how the results are used to improve agency services.

# Report of Success Form

- Must list the Goals and Objectives of the current contract and gives quantitative results to-date
- New projects do not address

# Budget Forms

- List funding requests for budget categories
- Each category assigned a section for justification

# Budget Forms

- The written “Budget Justification” portion
  - Do not simply re-list the items you are requesting
  - JUSTIFY the need and the expense of each item.
  - 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

# Budget Forms cont.

- Personnel
  - Minimum 10% time on grant can be requested
  - Salary is configured based on pay period (not monthly salary) – **Remember 2 year grant cycle**
  - If an increase is anticipated, different salary rates should be separated by line and date provided within the name area
  - Fringes must be line itemized and prorated according to percentage time on grant
  - Justification:
    - Provide work experience and education experience for Personnel
    - Provide the reason (COLA/Merit), percent and effective date for any increases

# Budget Forms cont.

- PRN
  - PRN positions: Acronym stands for Latin word, "pro re nata," which translates to "as the situation demands." Staff in PRN positions work on an "as needed basis." PRN positions are budgeted positions; however, are considered "temporary employment." Consistent with temporary positions, staff in PRN positions are not eligible for most employment benefits, do not have access to performance improvement counseling or grievance resolution procedures. (<http://hr.vanderbilt.edu/policies/HR-017.php>)
  - Justification:
    - Provide names of the PRN employees
    - Provide explanation of the need for the PRN positions

# Budget Form cont.

- Travel
  - Maximum mileage allowance is .37¢/mile **or** the applicant agency rate, whichever is less
  - Attach agency travel policy, including agency reimbursement rate, with application (under “Required Attachments” form)

# Budget Form cont.

- Travel cont.
  - Meals and lodging: Per diem rates should be used to estimate costs
    - <http://oa.mo.gov/acct/MealPerDiemJan2011.htm>
  - Conference registration is now under Travel
  - Provide justification of any travel

# Budget Form cont.

- Equipment
  - Must be reasonable and necessary to providing direct services to victims of crime
  - If used for purposes other than SASP, the costs must be prorated
    - Prorate costs based on the proposed SASP budget or the % of time the employee using the equipment will be funded through the grant

# Budget Form cont.

- Supplies/Operations
  - Utilities (e.g., rent, telephone, internet, etc.) must be prorated based upon the SASP budget
  - Office Supplies:
    - Anything provided in the Office Supply list (Application Packet) can be shown as one line item and generically labeled “office supplies”
    - Anything not provided in this list must be a separate line item

- Supplies/Operations cont.
  - Requested printed items must be pre-approved by our office
  - Remember to prorate supplies/operations based upon the SASP budget vs agency's budget

# Budget Form cont.

# Budget Form cont.

- Contractual
  - Agency must submit a written contract between your agency and the individual/company you are contracting with
    - Must outline the services to be provided
    - Time frame services will be provided
    - The cost associated with providing the services
    - If a contract is not yet in place, submit a draft copy of the contract for consideration
    - If approved, agency will be required to submit a final signed contract

# Supplanting Form

- **There is not a separate supplanting section in the WebGrants system.**
- **Therefore, all agencies need to address supplanting in each budget section.**
  - **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.**
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

- Describes how the agency would carry on the project if SASP funds were no longer available.
  - What is the agency's contingency plan?
  - Provide information if the agency has a reserve fund

# Cost Assumption Form

- Prorates the SASP funds requested by the types of victims to be served
- Provides total number of victims to be served by this project
- Provides the breakdown of “underserved” victims being served

# SASP Data Form

- Details other funding sources used for this project

# Other Funding Sources Form

# Audit Requirements Form

- Addresses federal and state funding received by the agency
- An audit is required for the agency fiscal year, when FEDERAL financial assistance of \$500,000 or more is expended by the applicant agency.
- An audit is required for the agency fiscal year, when STATE financial assistance of \$250,000 or more is expended by the applicant agency.

# Required Attachments Form

- Required
  - Agency Organization Chart (Names and Titles)
  - Job Descriptions and **Pay Stubs** for individuals involved with grant
  - Profit/Loss Statement past two (2) Years
  - Agency Budget (current AND **(2) years past**)
  - Letters of Collaboration (at least 3)
- Required, if Applicable
  - Copy of Contractual Agreement / Rental Agreement
  - Agency Procurement Policy
  - Agency Mileage Reimbursement Policy
  - Board of Directors List (Names and Titles)
  - 501(c)3 Status Letter and **one 990's**

# Other Attachments Form

- Optional, may include:
  - Copy of client survey
  - Etc.

# Application Certified Assurances Form

- Typed name of Authorized Official legally binds agency to compliance with assurances

# Application Certified Assurances Form

- The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the 2016-2017 SASP Solicitation, the DPS Financial and Administrative Guide, any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations), and other applicable federal and state laws, orders, circulars, or regulations.

# Application Certified Assurances Form

Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and (b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award. In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office On Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

# Application Certified Assurances Form

- The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the SASP Solicitation, the DPS Financial and Administrative Guide, the Travel Guidelines, and other applicable state laws or regulations.
- **Compliance Training**: As a recipient of federal or state funds, the Sub-recipient is required to attend the Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, award acceptance, project implementation, reporting requirements, contract changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities

# Application Certified Assurances Form

- **Non-Supplanting**: The Sub-recipient assures that federal or state funds made available under this contract will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.
- **Change in Personnel**: The Sub-recipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence of personnel as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact with the *Change of Information* form attached.
- **Contract Adjustments**: The Sub-recipient understands that any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Sub-recipient but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested as a Contract Adjustment via WebGrants.

# Application Certified Assurances Form

- **Monitoring:** The Sub-recipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Sub-recipient assures that all documentation or records relating to this contract shall be made available to monitoring representatives of the Missouri Department of Public Safety, Office of the Director, immediately upon request. The Sub-recipient assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.

# Application Certified Assurances Form

- **Criminal Activity:** The Sub-recipient assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.
- The Sub-recipient shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contract, and/or other remedy by law. The Sub-recipient must promptly refer to the Department of Justice, Office of Inspector General and Missouri Department of Public Safety any credible evidence that a principal, employee, agent, Sub-recipient, sub-Sub-recipient, or other person has either:
  - Submitted a false claim for grant funds under the False Claims Act or
  - Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds
- For Sub-recipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS and OIG by mail at following address.

Missouri Department of Public Safety  
Office of the Director  
Attention: Crime Victim Services Unit (SASP)  
P.O. Box 749  
1101 Riverside Drive  
Jefferson City, MO 65102-0749

Office of Inspector General  
Office of Justice Programs and Investigation Division  
50 Pennsylvania Avenue, N.W., Room 4706  
Washington D.C. 20530

- The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

# Application Certified Assurances Form

- **Lobbying**: The Sub-recipient understands and agrees that it cannot use any federal or state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government,

Applicants for DPS awards with total costs expected to exceed \$100,000 are required to certify that (1) they have not made, and will not make, such a prohibited payment, (2) they will be responsible for reporting the use of non-appropriated funds for such purposes, and (3) they will include these requirements in consortium agreements and contracts under grants that will exceed \$100,000 and obtain necessary certifications from those consortium participants and Sub-recipients.

The signature of the authorized organizational official on the application serves as the required certification of compliance for the applicant organization. DPS appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or Sub-recipient or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any State legislature.

- **Fair Labor Standards Act**: All Sub-recipients of federal funds will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.

# Application Certified Assurances Form

- **Employment of Unauthorized Aliens:** Pursuant to [Section 285.530.1 RSMo](#), the Sub-recipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Sub-recipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

In accordance with [Sections 285.525 to 285.550, RSMo](#) a general Sub-recipient or Sub-recipient of any tier shall not be liable when such Sub-recipient or Sub-recipient contracts with its direct Sub-recipient who violates subsection 1 of Section 285.530, RSMo if the contract binding the Sub-recipient and Sub-recipient affirmatively states that the direct Sub-recipient is not knowingly in violation of subsection 1 of Section 285.530, RSMo and shall not henceforth be in such violation and the Sub-recipient or Sub-recipient receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct Sub-recipient's employees are lawfully present in the United States.

# Application Certified Assurances Form

- **Relationship**: The Sub-recipient agrees that they will represent themselves to be an independent Sub-recipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety or the Office of the Director. This provision is not applicable to the Missouri Department of Public Safety or any of its divisions or programs. The Sub-recipient shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.
- **Uniform Crime Reporting (UCR)**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 43.505 RSMo](#) relating to uniform crime reporting and will remain in full compliance for the duration of the contract period.
- **Racial Profiling**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 590.650 RSMo](#) relating to racial profiling and will remain in full compliance for the duration of the contract period.

# Application Certified Assurances Form

- **Federal Equitable Sharing Funds:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in compliance with [Section 513.653 RSMo](#) relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri Department of Public Safety and the Missouri State Auditor.
- **Custodial Interrogations:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 590.700 RSMo](#) relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.
- **DWI Law:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 577.005 RSMo](#) relating to the “DWI Law” and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by [Section 43.503 RSMo](#). In addition, the Sub-recipient assures that its county prosecuting attorney or municipal prosecutor is in full compliance with [Section 577.005 RSMo](#) relating to the “DWI Law” and has adopted a written policy to forward all charge information for intoxication-related traffic offenses to the central repository as required by [Section 43.503 RSMo](#).

# Application Certified Assurances Form

- **Texting While Driving**: Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009), the Missouri Department of Public Safety encourages the Sub-recipient to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- **Drug-Free Workplace Act of 1988**: The Sub-recipient assures that it will comply, and all its Sub-recipients will comply, with the [Drug-Free Workplace Act of 1988](#). The Law further requires that all individual Sub-recipients and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.
- **ACORN**: Sub-recipients understand and agree that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

# Application Certified Assurances Form

## Civil Rights:

- **Enforcing Civil Rights Laws:** The Sub-recipient acknowledges that all recipients of Federal financial assistance, regardless of the particular source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the Office for Civil Rights (OCR) investigates sub-recipients that are the subject of discrimination complaints from both individuals and groups.
- **Discrimination:** The Sub-recipient acknowledges that federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.
- **Limited English Proficiency (LEP):** The Sub-recipient assures that, in accordance with the *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against national Origin Discrimination Affecting Limited English Persons*, 67 Fed. Reg. 41455 (June 18, 2012) as it pertains to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency (LEP). “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents. For more information, visit <http://www.lep.gov>.

# Application Certified Assurances Form

- **Equal Employment Opportunity Plan (EEOP):** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. pt 42, subpt E., DOJ's Equal Employment Opportunity Program (EEOP) Guidelines. The Sub-recipient will maintain an EEOP if the recipient (1) is a state or local government agency or any business; and (2) has 50 or more employees; and (3) receives a single award of \$25,000 or more. The Sub-recipient this is required to maintain an EEOP must submit an EEOP Utilization Report to DOJ's Office for Civil Rights (OCR), Office of Justice Programs, if it receives a single award of \$500,000 or more. The EEOP Utilization report can be found at: <http://ojp.gov/about/ocr/eeop.htm>.

All Sub Recipients, irrespective of their EEOP obligations, must complete the EEOP Certification Form, in which the recipient declares its satisfaction of its obligations. The Certification Form can be found at: <http://ojp.gov/about/ocr/pdfs/cert.pdf>.

- **Finding of Discrimination:** The Sub-recipient assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the Sub-recipient will forward a copy of the court judgment to the Missouri Department of Public Safety within 30 days of the court judgment date. The Missouri Department of Public Safety will act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs.

# Application Certified Assurances Form

- **lawful Employment Practices:** The Sub-recipient assures compliance with [Section 213.055 RSMo](#) in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.
- **Discrimination in Public Accommodations:** The Sub-recipient assures compliance with [Section 213.065 RSMo](#) in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.
- **Faith-based Organizations:** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm)."

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- **Discrimination - VAWA Exception:** No Sub-recipient in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under [VAWA], and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Office on Violence Against Women.
  - If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

# Application Certified Assurances Form

## Financial:

- **Fund Availability:** The Sub-recipient understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
- **Release of Funds:** No funds will be disbursed under this contract until such time as all required documents are signed by the Authorized Official and Project Director and returned to the Missouri Department of Public Safety, Office of the Director for final review and signature by the Director or his/her designee.
- **Financial Guide:** The Sub-recipient agrees to comply with the financial and administrative requirements set forth in the current Missouri Department of Public Safety Financial and Administrative Guide.

# Application Certified Assurances Form

- **Allowable Costs:** The Sub-recipient understands that only allowable and approved contract expenditures will be reimbursed under this contract. These monies may not be utilized to pay debts incurred by other activities. The Sub-recipient agrees to obligate funds no later than the last day of the contract period. Any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety.
- **Financial Reporting Requirements:** The Sub-recipient agrees to complete and submit any financial reports required for this program as outlined in the SASP Solicitation. Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the contract.
- **Project Income:** The Sub-recipient agrees to account for project income generated by the activities of this contract, and shall report receipts and expenditures of this income on the monthly Claim report. The Sub-recipient understands that all project income generated as a result of this contract shall be expended during the life of the contract.

# Application Certified Assurances Form

- **Procurement:** The Sub-recipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Sub-recipient assures that all procurement transactions will meet the minimum standards set forth in the *DPS & CVSU Financial and Administrative Guidelines* and identified here:
  - All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
  - Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
  - Purchases estimated to total between \$3,000 but less than \$24,999 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
  - Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
  - Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
  - Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.
- **Buy American:** The Sub-recipient acknowledges [Sections 34.350-34.359 RSMo](#) regarding the Domestic Product Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods manufactured or produced in the United States, unless exceptions to the Buy American mandate in [Section 34.353 RSMo](#) are met.

# Application Certified Assurances Form

- **Buy Missouri:** The Sub-recipient also acknowledges [Sections 34.070 and 34.073 RSMo](#) regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.
- **Debarment:** This certification is required by Executive Order 12549, Debarment and Suspensions, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.
  - The Sub-recipient certifies that it and its principles:
  - Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph B of this certification; and
  - Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default

# Application Certified Assurances Form

- **Audit:** An audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from State Government or state funds passed through state agencies), of \$250,000 or more is expended by the applicant agency. An audit is required for the agency fiscal year, when FEDERAL financial assistance, (which consists of funds received directly from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, the Sub-recipient assures that such audit will be submitted to the Missouri Department of Public Safety, Office of the Director.
- **Termination of Award:** The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Sub-recipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Sub-recipient under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.
  - In the event that the Missouri Department of Public Safety determines that a Sub-recipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state requirements governing these funds, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

# Application Certified Assurances Form

- **Enforceability**: If a Sub-recipient fails to comply with all applicable federal and state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.
- **Compensation**: The Sub-recipient understands that funds may not be used to pay cash compensation (salary plus bonuses) to any employee of this grant at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System. The Sub-recipient understands it may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.

# Application Certified Assurances Form

## Programmatic:

- **Services to Victims of Domestic and/or Sexual Violence and their children:** The Sub-recipient, if providing services to victims of domestic and/or sexual violence and their children through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs, as they relate to the provision of services required herein.
- **Services to All Other Victims of Crime:** The Sub-recipient, if not primarily providing services to victims of domestic and/or sexual violence through this contract, shall comply with the program standards and guidelines set forth by the Missouri Department of Public Safety Crime Victim Services Unit Program Standards and Guidelines, as they relate to the provision of services required herein.
- **Coordination of activities:** The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.

# Application Certified Assurances Form

- **Data Collection:** The Sub-recipient assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues and in response to requests from the Department of Justice, Office of Justice Programs or Office of Violence Against Women. In addition to information that may be necessary in follow up to monitoring and/or audit issues, and in response to requests from the Missouri Department of Public Safety.
- **Access to Records:** The Sub-recipient authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the SASP grant.

# Application Certified Assurances Form

- **Confidentiality of Research Information:** The Sub-recipient assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with SASP. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
- **Printed Materials:** All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: **“This project was supported by funding made available through the Fund administered by the Missouri Department of Public Safety, Office of the Director.”** The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Missouri Department of Public Safety, Office of the Director or the Department of Justice Programs.

# Application Certified Assurances Form

- **Client-Counselor Confidentiality:** The Sub-recipient assures that they will maintain confidentiality of client-counselor information as required by state and federal law.
- **Code of Professional Ethics:** The Sub-recipient shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Sub-recipients.
- **Victims' Rights Compliance:** The Sub-recipient assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo.** (These eligible direct victim services do not include general witness assistance)

# Application Certified Assurances Form

- **Criminal or Civil Filings:** The Sub-recipient assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order or witness subpoena, whether issued inside or outside this state.
- **Forensic Medical Exams:** To the extent funds are not available from other sources, the state, must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, territory, Indian tribal government, unit of local government, or another governmental entity shall require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

# Application Certified Assurances Form

- **Polygraph/Voice Stress Analysis:** No prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim of sexual assault under section 566.040 or forcible rape under section 566.030 to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.
- **Court Records:** After August 28, 2007, any information contained in any court record, whether written or published on the Internet, that could be used to identify or locate any victim of sexual assault, domestic assault, stalking, or forcible rape shall be closed and redacted from such record prior to disclosure to the public. Identifying information shall include the name, home or temporary address, telephone number, social security number or physical characteristics.
- **Consultation with Victim Services:** Prosecution, law enforcement and court based applicants must consult with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

# Application Certified Assurances Form

- **Nondisclosure of confidential or Private Information:** Sub-recipients may not disclose personally identifying information about victims served with SASP funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for any SASP grant program or another Federal agency, state, tribal, or a territorial grant program. This provision also limits disclosures by SASP Sub-recipients to other federal grantees, including disclosures to statewide or regional databases.
- **Historic Preservation Act:** Sub-recipients must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
- **Time Records Requirement:** The applicant assures that, **all** project personnel funded through the SASP grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS upon request.

# Application Certified Assurances Form

- **Claims that are Late:** Sub-recipients assure the Claim for Reimbursement, Detail of Expenditures, and supporting documentation will be submitted by the 5<sup>th</sup> of each month. If specified due date falls on a weekend or holiday, the Claim must be received by the first working day after the weekend or holiday. Claims submitted after deadline will not be processed until the following month. Claims are due each month whether or not the sub-recipient expended any grant or local match funds.
- Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the Award of Contract and may result in the delay of reimbursement and/or termination of the contract.
- **Timely Reporting:** Sub-recipients assure that expenses will be submitted within 60 days from the time the expense was incurred. The Missouri Department of Public Safety reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.
- **Claims with Errors:** Sub-recipients assure that accurate claims will be submitted. If a Claim is submitted with errors, the Claim may be negotiated 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 Executive Director and Board President.

# Application Certified Assurances Form

- **Annual Performance Report:** The Sub-recipient agrees to provide information on the activities supported and an assessment of the effects that the SASP victim assistance funds have had on services to crime victims for a one year period. That period will either run October 1 through September 30, July 1 through June 30 or January 1 through December 31. This information will be submitted annually on the DPS “SASP Annual Performance Report” no later than 15 days following the end date of the reporting period each year.
- **Match:** State and local units of government are required to provide 25% of the total project cost as match. Match may be provided in the form of cash or in-kind match. All funds designated as match are restricted to the same uses as the SASP program funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Matching funds are not required for any victim service provider, victim service providers may voluntarily provide match on the SASP grant.

# Application Certified Assurances Form

**Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

# Application Certified Assurances Form

- Typed name of Authorized Official legally binds agency to compliance with assurances

- Applications must be submitted no later than 11:59 p.m. on Friday, September 18, 2015.
- All information/documents must be submitted with the final application via WebGrants. Missing or late information/documents will not be accepted.

# Application Deadline

- Contract period is now **2 years**. You will need to request 24 months worth of funds. Keep this in mind when budgeting.
- Read screen instructions thoroughly on WebGrants and make sure to refer to the solicitation.
- Ensure all necessary attachments are included.

## Final Tips

# Final Tips

- Avoid submitting registration and application close to deadlines in the event technical problems arise.
- If unforeseen WebGrants technical issues arise, only then will a late application be considered. (Please see Application Packet for more information.)
- Please review all documents before submitting application.
- DO NOT SEND LOCKED FILES

- **Remember important deadlines:**
  - WebGrants Registration: no later than 11:59 p.m. on September 11, 2015
  - Applications submitted: no later than 11:59 p.m. on September 18, 2015

# Final Tips

- <http://www.dps.mo.gov/dir/programs/cvsu/SASP.asp>
  - Pre-Bid Power Point Presentation
  - 2015- 2017 SASP Solicitation Packet
  - Service Standards and Code of Ethics
  - WebGrants Sub-grantee Manual
  - Link to WebGrants Website

# Online Resources

Questions?