



Missouri Department of

Public Safety

**Crime Victim Services
and Juvenile
Justice Unit**

NOTICE OF FUNDING OPPORTUNITY

2020-2021 Sexual Assault Services Program (SASP)

Awarding Agency:

The Missouri Department of Public Safety

Funding Opportunity Title:

2020-2021 Sexual Assault Services Program (SASP)

CFDA#:

16.017

Announcement Type:

Competitive

Release Date:

October 3, 2019

Funding Opportunity Performance Period:

January 1, 2020 to December 31, 2021

APPLICATION DEADLINE:

12:00 p.m. (NOON) October 31, 2019

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Program Description

S*A*S*P SEXUAL ASSAULT SERVICES PROGRAM

INTRODUCTION

This program is authorized by 34 U.S.C. §12511. The Sexual Assault Services Formula Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that Act. The SAS Formula Program directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault, without regard to age.

STATUTORY PURPOSE AREAS

The Sexual Assault Services Program (SASP) - Grant funds will support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

SASP Formula grants shall be used by states and territories to provide grants to rape crisis centers and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance.

Pursuant to 34 U.S.C. § 12511(b)(2)(C), 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;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- Development and distribution of materials on issues related to the services described in the previous bullets.

OVW PRIORITY AREA

In shaping their strategies, the Office on Violence Against Women (OVW) encourages states to support projects that:

- Improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have experienced sexual assault.

DEFINITIONS

The following universal definitions will be used as general guidelines for the SASP grant. Please note that these are broad definitions applicable to all of the grants funded through The Violence Against Women Act and may not entirely pertain to the SASP Grant.

Community-Based Organization – The term “community-based organization” means a nonprofit, nongovernmental, or tribal organization that serves a specific geographic community that –

- A) focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- B) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- C) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- D) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

Culturally Specific – the term “culturally specific” means primarily directed toward racial and ethnic minority groups.

Dating Violence – the term “dating violence” means violence committed by a person –

- A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B) Where the existence of such relationship shall be determined based on a consideration of the following factors:
 - a. The type of relationship;
 - b. The length of the relationship;
 - c. The frequency of interaction between the persons involved in the relationship.

Direct Services to Domestic Violence and Sexual Assault Victims – this term includes:

- **Crisis Intervention** – in person or telephone services to provide emotional support, information, and assistance to victims in crisis arising from the occurrence of crime.
- **Follow-up Contact** – in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim’s progress, etc.
- **Therapy** – intensive professional treatment by licensed mental health professionals. This includes the evaluation of mental health needs as well as the actual delivery of psychotherapy.
- **Support Group** – group sessions with victims to provide emotional support, information, and education to assist in healing and recovery including self-help, peer, social support, life skills, etc.
- **Crisis Hotline** – the operation of a 24-hour telephone service, every day of the year, which provides crisis intervention, guidance, emotional support, information, and referral, etc.
- **Shelter Coverage** – support services for victims in short-term and long-term housing
- **Information and Referral** – in-person contacts with victims during which time services and available support are identified.
- **Case Management** – interactions, advocacy, and assistance provided to victims to obtain services, develop safety plans, provide resources, etc.
- **Criminal Justice Support/Advocacy** – information, support, advocacy, and assistance provided to victims at any stage of the criminal justice process.
- **Emergency Legal Advocacy** – assistance with obtaining ex-parte and protective orders.
- **Assistance in Filing Compensation Claims** – making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victims.
- **Telephone contact** – contact with victims to provide information about services and available support.

Domestic Violence – the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. For the purposes of this **SASP Program**, “domestic violence” also includes any crime of violence against an adult considered to be an act of domestic violence according to State Law.

According to Section 455.010, RSMo, domestic violence in the state of Missouri is defined as “attempting to cause or causing bodily injury to a family or household member, or placing a family or household member by threat of force in fear of imminent physical harm.” A “family or household member” is further defined as “a spouse, a former spouse, person living with another person whether or not as spouses, parent, or other adult person related by consanguinity or affinity, who is residing or has resided with the person committing the domestic violence and dependents of such persons.”

Legal Assistance – the term “legal assistance” includes assistance to adult and youth victims of domestic violence, dating violence, sexual assault, and stalking in –

- A) Family, tribal, territorial, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and
- B) Criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim’s safety and privacy.

OVW – Office on Violence Against Women, U.S. Department of Justice

Personal Advocacy – assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance; intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman’s compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital.

Sexual Assault – the term “sexual assault” means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Subrecipient – a non-DPS entity that receives a subaward from DPS to carry out part of the SASF program; but does not include an individual that is a beneficiary of such program.

Supplanting - Federal funds must be used to **supplement** existing funds for program activities and may not replace (supplant) nonfederal funds that they have appropriated for the same purpose.

- Potential supplanting will be reviewed during post-award monitoring and audit.
- If reviewers think that supplanting may have occurred, then the recipient will be required to supply documentation demonstrating that the reduction in resources occurred for reasons other than the receipt or expected receipt of Federal funds.
- For certain programs, a written certification may be requested by the DPS stating that Federal funds will not be used to supplant nonfederal funds.

Underserved Populations – the term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

Victim Advocate – the term “victim advocate” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

Victim Assistant – the term “victim assistant” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

Victim Service Provider – the term “victim services provider” means a nonprofit, nongovernmental

organization that assists domestic violence, dating violence, sexual assault or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence sexual assault, or stalking.

Victim Services or Services - The terms “victim services” and “services” mean services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

Victims - persons who have suffered harm, including physical or mental injury, emotional suffering, economic loss, or substantial impairment of their fundamental rights, through acts or omissions which are in violation of criminal laws regardless of whether the perpetrator is identified, apprehended, prosecuted or convicted and regardless of the familial relationship between the perpetrator and the victim. Victims shall also include the immediate family or dependents of the direct victim and persons who have suffered harm in intervening to assist victims in distress or to prevent victimization.

SUBRECIPIENT ORGANIZATION ELIGIBILITY REQUIREMENTS

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;
 - 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. **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of SASP, the Program Guidelines, and the requirements of the DOJ Financial Guide (https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf), effective edition which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of SASP funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable SASP program services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
3. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by contract period; and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
4. **Equal Employment Opportunity Program (EEOP).** The Subrecipient, if required to do so, will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR pt 42, subpt.

E, and will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file that meets the requirements therein.

5. **Non-Discrimination.** Subrecipients must comply with the non-discrimination requirements of 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 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); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

If any 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 (including limited English proficiency), age, disability or sex against a recipient of federal funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice.

6. **Limited English Proficiency.** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, recipients of Federal financial assistance must take reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to their programs and activities. “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents.
7. **Fair Labor Standards Act.** All recipients of federal funds will comply with the minimum wage and maximum hour’s provisions of the Federal Fair Labor Standards Act.
8. **Comply with State Criteria.** Subrecipients must abide by any additional eligibility or service criteria as established by the Missouri Department of Public Safety including submitting statistical and programmatic information on the use and impact of SASP funds as requested.
9. **Services to Victims of Sexual Assault.** If providing services to victims of sexual assault through this program, subrecipients will comply with the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Sexual Violence Programs, as they relate to the provision of services required herein.
10. **Activities That Compromise Victim Safety and Recovery and Undermine Offender Accountability.** OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Below is information about these activities and related statutory requirements.
 - Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children.;
 - Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services;
 - Policies that deny individuals access to services based on their relationship to the perpetrator;
 - Materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
 - Policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g. mandatory counseling, seeking an order for protection); and
 - Policies that require the victim to report the sexual assault to law enforcement.
11. **Nondisclosure of Confidential or Private Information.** By statute, subrecipients are prohibited from disclosing, revealing, or releasing personally identifying information or individual information collected in

connection with services requested, utilized, or denied through subrecipients' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected (34 U.S.C. § 12291(b)(2)).

The statute permits disclosure when the victim provides informed, written, and reasonably time-limited consent to the release or when a statute or a court compels that the information be released. Where there is a statutory or court mandate to release information, subrecipients must make reasonable attempts to provide notice to victims affected by the disclosure of information. They must also take necessary steps to protect the privacy and safety of the persons affected by the release of the information (34 U.S.C. § 12291(b)(2)(C)).

A parent or guardian may consent to disclosure regarding an unemancipated minor or legally incapacitated person; however, an abuser of a minor, of the minor's other parent, or of the legally incapacitated person is prohibited from giving consent to the disclosure. If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent (34 U.S.C. § 12291(b)(2)(B)(ii)). 8

Subrecipients must document their compliance with these requirements (34 U.S.C. § 12291(b)(2)(G)), and applicants must acknowledge that they have received notice of these statutory requirements, including the requirement to document compliance.

In addition, subrecipients may share aggregate information regarding their services and demographics of victims for certain purposes, if this information does not identify specific individuals or reveal personally identifying information. They may share such aggregate information with appropriate agencies to comply with federal, state, tribal, or territorial reporting, evaluation, and data collection requirements. For protection order enforcement purposes, they may also share court- and law enforcement-generated information contained in secure, governmental registries. Moreover, they may share law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes (34 U.S.C. § 12291(b)(2)(D)).

12. **Nonexclusivity.** Nothing in this title shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this title.

ELIGIBLE APPLICANTS

Funds granted to states may be further subgranted by the states to agencies and programs including, but not limited to:

- Nonprofit, nongovernmental victim services programs; and
- Faith-Based and other Community Organizations.

INELIGIBLE RECIPIENTS OF SASP FUNDS

Some public and nonprofit organizations that offer services to crime victims are **not** eligible to receive SASP victim assistance funding. These organizations include, but are not limited to, the following:

Local Units of Government. For example, any State or Local government agency

1. 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.

2. Other Allowable Costs and Services.

- a. **Skills Training for Staff.** SASP funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to victims of sexual assault.

SASP funds can be used for training both SASP funded and non-SASP funded service providers who provide direct services to victims of sexual assault within a SASP recipient organization, however, SASP funds cannot be used for management and administrative training for executive directors, board members, and other individuals that are not providing services to victims of sexual assault.

- b. **Training Materials.** SASP funds can be used to purchase materials such as books, training manuals, and videos for individuals providing services to victims of sexual assault, within SASP funded organizations.

- c. **Training Related Travel.** SASP funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. However, when needed training is unavailable within the immediate geographical area SASP funds may be used to support training outside of the area. Training related travel costs must be reasonable and necessary. Travel costs are provided on a reimbursement basis and must be documented with mileage logs and receipts. Reimbursement of travel costs cannot be requested until after the travel/training has occurred.

- d. **Equipment and Furniture.** SASP funds may be used to purchase furniture and equipment that provides or enhances services to victims of sexual assault, as demonstrated by the SASP recipient.

SASP funds cannot support the entire cost of an item that is not used exclusively for SASP related activities. However, SASP funds can support a prorated share of such an item. In addition, subrecipients cannot use SASP funds to purchase equipment for another organization or individual to perform a SASP related service. Examples of allowable costs may include computers, printers, and furniture for workspaces.

- e. **Contracts for Professional Services.** SASP funds generally should not be used to support contract services. At times, however, it may be necessary for SASP subrecipients to use a portion of the SASP grant to contract for specialized services. Examples of these services include emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for sexual assault victims whose primary language is not English.

The daily rate of compensation for contractual services may not exceed \$650/day (\$81.25/hour).

- f. **Operating Costs.** Examples of allowable operating costs include supplies; equipment use fees when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials.

Office Supplies - The following list constitutes “office supplies” for the purposes of this grant.

Office Supplies List – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, staple remover, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, flash drives and blank cd's, pencil/supplies holder, adding machine tape, toner, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

Items **not specifically listed cannot be claimed in the general “office supplies”** line item of your budget; if not included in the list, the item must be listed as a separate line item within the budget. Office supplies, as listed below, **must be specifically for this project or prorated for this project**. The entire list need not be shown on the budget page; listing “office supplies” is sufficient.

- g. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries (including paid time off) and fringe benefits.
 - i. All SASP staff must keep detailed time and activity sheets that detail the services provided and support 100% of their time (including paid time off), **regardless of how much time is spent on SASP activities.**
 - ii. Grant funded employees must be provided the same rights and benefits as other non-grant funded agency employees.
- h. **Outreach Activities.** SASP funds may be used to support presentations that are made in schools, community centers, or other public forums, as long as they are designed to identify sexual assault victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and notices can be supported by SASP funds.

UNALLOWABLE SERVICES, ACTIVITIES, & COSTS

The applicant may not conduct the following activities that are unrelated or only tangentially related to the provision of direct services to victims of crime: *(This list may not be all-inclusive.)*:

1. **Lobbying and administrative advocacy** - SASP funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly;
2. **Fundraising activities;**
3. **Purchase of real property;**
4. **Construction;**
5. **Physical modifications to buildings, including minor renovations such as painting or carpeting;**
6. **Prevention and public education** - Activities intended to educate the community on the prevention of crime and to raise the public's consciousness regarding crime (presentations on healthy relationships, social norms campaigns, bystander intervention, etc.);
7. **Sexual Assault Response Team (SART)** - SASP cannot support SART coordination or SART programs;
8. **Providing training to allied professionals and the community** (law enforcement, child protection services, prosecution, other community based organizations, etc.)
9. **Indirect organizational costs** - The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with SASP funds;
10. **Property loss** - Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed;
11. **Relocation expenses** - SASP funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location. However, SASP funds may be used to cover reasonable transportation costs that would enhance a woman's safety;
12. Costs of sending individual crime victims to conferences;
13. Research projects;
14. **Sexual Assault Forensic Examiner programs;**
15. **Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic**

interviews;

16. **Large Items of Equipment** including, but not limited to, vehicles, etc.;
17. **Professional Dues**, subscriptions, and memberships;
18. Providing domestic violence services unrelated to sexual violence; and
19. **Employee bonuses**.

CONTINUATION FUNDING

Federal grants to Missouri, and the rules which govern their distribution, are received on an annual basis. Therefore, no project is guaranteed continuation funding.

CONTRACT PERIOD

The contract period for approved projects is January 1, 2020 through December 31, 2021. **(2 Years)**

MONITORING

Subrecipients will be monitored through either an on-site visit or desk-top monitoring. The subrecipient agency agrees to allow reasonable and timely site visits by DPS and further agrees to make available upon request any records required to be maintained by this agreement, including personnel, fiscal, and programmatic. Should an on-site visit be conducted at a location with a confidential physical address, DPS assures confidentiality will be maintained. In certain situations, a subrecipient may be monitored either on-site or through desk monitoring on a more frequent basis to assure compliance.

ANNUAL PERFORMANCE REPORT REQUIREMENTS

Subrecipients of SASP funds will be required to submit an annual performance report to the Department of Public Safety. The Performance Report will be due by January 30th each year of the contract.

Applications for SASP funding must be submitted online via the Missouri Department of Public Safety WebGrants System at <https://dpsgrants.dps.mo.gov>. WebGrants is a web-based computer application that will support the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director. **All entities must have access to a scanner to complete the application.**

Application Instructions

Before an application may be started in WebGrants, the following three steps must be completed:

1. Acquire a DUNS (Data Universal Numbering System) Number

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit <http://www.dnb.com/us/> or call 1-866-705-5711.

2. 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.

3. Link to the MO DPS WebGrants website – <https://dpsgrants.dps.mo.gov/index.do>

4. Register as a User in WebGrants (new applicants only)

To access WebGrants, new users must first register as a user with their applicant agency's information. **The deadline to register in WebGrants is 5:00 p.m. on Thursday, October 24, 2019.**

To register with the WebGrants system, click the '**Register Here**' link on the log in page and complete all required fields, as well as any optional fields, on the form. Click the 'Next' link. A confirmation page will be displayed, and the applicant will receive a confirmation email.

Once the registration is submitted, notification will be sent to the Missouri Department of Public Safety to approve the new user. The applicant will receive another email when the Missouri Department of Public Safety approves or disapproves the registration. If your registration is approved, your User ID and Password are active and you may log into the system. If your registration is disapproved, the email will contain an explanation.

NOTE: Once your registration is approved, you may add additional users from your organization to allow them access to the application and/or contract information. To add registered users, log into WebGrants, click My Profile from the Main Menu, select the applicable Associated Organization name, click Add under the Registered Users section, and complete all the required fields on the form. Users which are added by an approved registered user will not be subject to approval by the Missouri Department of Public Safety.

Once the above steps have been completed and you are ready to apply for a grant; log on to WebGrants with the UserID and Password provided during the registration phase. On the Main Menu screen, click the 'Funding Opportunities' link and then click the appropriate funding opportunity. Each component of the application must be completed, and each form must be 'Marked as Complete' before the application may be submitted.

WEBGRANTS APPLICATION FORMS

General Information Form:

- Select the Primary Contact, enter the title of the application, and select the organization for which you are applying. Application titles should be brief; however, please select a unique title that is specific to your organization/project. For example, “2020 SASP Project” is **not** a unique title and is **not specific** to your organization/project. *Tri-County Shelter-SASP Victim Advocacy Project* is an acceptable title.

Contact Information Form:

- *The Authorized Official* is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, and State Department Director). ***The Authorized Official and the Project Director cannot be the same person.***
 - *The Project Director* is the individual that will have direct oversight of the proposed project. If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. ***The Authorized Official and the Project Director cannot be the same person.***
 - *The Fiscal Officer* is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant, Board Treasurer).
 - *The Project Contact Person* should be the individual who is most familiar with the program this grant will fund. ***This person can be the Project Director if that individual is most familiar with the program.***
 - *Non-Profit Chairperson* enter the name and address of the individual serving as the organization’s board chairperson. Please provide an address other than the agency address. ***This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.***
- ❖ Click Save.
- ❖ Click Mark as Complete.

Project Summary Form:

- *Application Type* - Indicate the type of application based on the following:
 - NEW - If this application is being submitted as part of a competitive bid process and is **not currently funded by DPS**, the type of application is considered “New”.
 - RENEWAL - If the agency has specifically been **notified** of the opportunity to **renew an existing contract**, the type of application is considered “Renewal”.
 - CONTINUATION – If this application is being submitted as part of a competitive bid process to **continue a program currently funded by the Department of Public Safety**, the type of application is considered “Continuation”.
 - EXPAND/ENHANCE - the application is being submitted as part of a competitive bid process to **specifically expand or enhance an existing project currently funded by the DPS**.

- *Current Subaward Number* - Indicate the DPS Contract Number if the applicant agency currently has a subaward through the identified grant program.
- *Program Category* – Indicate the type of program.
- *Project Type* – Indicate if this is a Statewide, Regional, or Local project.
- *Geographic Area(s) to be served*: Identify the geographic area to be served by the proposed project.
- *Brief Summary*: Provide a **brief** summary of the proposed project based upon the information provided in the Type of Program narrative. This should be limited to a few sentences.
- *Program Income*:
If program income will be generated by this proposed project, please indicate in this section.
 Program income is defined as any income/revenue generated as a direct result of a grant-funded project.
- ❖ Click Save.
- ❖ Click Mark as Complete.

Statement of the Problem Form:

This section must address the need for grant funds for the proposed project. Define the problem that you will be attempting to impact with the project. Be specific. Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of SASP grant funds. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc.; this is the result of the problem).

This section should include relevant facts and local statistics on incidents of crime, existing resources, demographic and geographic specifications, etc. that document and support the stated problem. Provide law enforcement crime statistics for all areas served; do not provide global statistics, information must be specific to the service area.

Note: Any crime and/or agency statistics provided must be from the last 2 years. Any cited academic research data or trend data may be from the last 10 years.

- ❖ Complete the form
- ❖ Click Save
- ❖ Click Mark as Complete.

Type of Program Form:

1. Provide a brief synopsis of the agency and the types of services the agency provides. Outline the services to be funded **by this specific project**. Include who will provide these services, how services are accessed, and who will benefit from the services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.
2. Explain how services are delivered in compliance with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) [Sexual Violence Standards](#).

- ❖ Complete the form.
- ❖ Click Save
- ❖ Click Mark as Complete.

Coordination of Services:

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts, and other agencies in your community. Services may not necessarily be the same as offered by your project. Explain how the agency's services will complement other activities and services already in place in your community. **Do not merely state who you coordinate with; provide an explanation of specific activities.** Coordination efforts should be supported by and tie back to submitted letters of collaboration and/or MOU's.

- ❖ Complete the form
- ❖ Click Save
- ❖ Click Mark as Complete

Number of Victims to be Served:

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. Give statistics from previous years to support your estimate. Break out the number of women to be served, men to be served, and children to be served separately. These numbers should match what is listed on the "SASP DATA FORM". If serving more than one county please break each county out separately and use whole numbers (Not Percentages).

- ❖ Complete the form.
- ❖ Click Save
- ❖ Click Mark as Complete.

Goal and Objective:

The following is the goal of the SASP program:

Reduce the impact of the trauma of Sexual Assault.

The objective to be measured is:

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

- Select the objective.
 - Provide the percentage of success you hope to achieve with this project.
- ❖ Click Save
 - ❖ Click Mark as Complete.

Evaluation Procedure:

The evaluation component of the application must tie to the goal and objective.

- List the selected objective, and the expected outcome.
- Below the objective, explain how data will be collected in order to measure the outcome.

Explain how data will be collected and the process the agency will use to analyze the data to determine the effectiveness of the project. Describe how this information will be used to improve services to victims. Examples may include: pre- and post-testing, surveys, client-satisfaction evaluations, etc. Include any evaluation instruments in the Other Attachments section.

- ❖ Complete the form.
- ❖ Click Save
- ❖ Click Mark as Complete.

Report of Success:

Type in the Goal and the Objective. In the Outcome section, include information regarding results attained from beginning of current grant to date. Provide actual numbers in addition to the percentage (number of surveys returned and the number of victims that reported that they received support). New applicants will not complete this section. **NEW applicants please put N/A in the text box.**

- ❖ Complete the form.
- ❖ Click Save, then Mark as Complete.

Budget Forms: General Instructions:

- To add a budget line item, click Add; to save a completed budget line item, click Save.
- Repeat to include as many budget lines as necessary.
- To provide the required justification for budget line items, click Edit. It is strongly recommended applicants stop and SAVE their justification regularly. Click Edit to re-open the justification for editing.
- If you have added a line item under any budget category, justification for that budget category must be provided before this form can be saved.

Personnel:

- To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
- Please note: The minimum percentage of time that may be budgeted on the grant is 10%. We will not fund any position that is less than 10% on the grant.

EXAMPLE 1 – Full-time, retained position paid bi-weekly (**26 pay periods/year**) at a salary of \$1,100 each pay period with no salary increase expected during the 24 month (**2 years**) contract period.

Name	Title	Position (Select from drop down box)	Employment Status (Select from drop down box)	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
JaneSmith	Advocate	Retained	FT	\$1,100.00	52	100%	\$57,200.00

If a salary increase may occur during the contract period, budget line items should be included to reflect the initial salary and to reflect the increase in salary.

EXAMPLE 2 – Full-time, created position paid monthly at a salary of \$2,000 each pay period, but expected to receive a 3% salary increase after 12 months of successful employment (effective 1/1/2021).

Name	Title	Position (Select from drop down box)	Employment Status (Select from drop down box)	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
John Smith – 1/1/2020	Advocate	Created	FT	\$2,000.00	12	100%	\$24,000.00
John Smith – 1/1/2021	Advocate	Created	FT	\$2,060.00	12	100%	\$24,720.00

THE TEXT ENTERED UNDER THE NAME COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM, IF YOUR APPLICATION IS SUCCESSFUL.

Personnel Justification:

- If personnel are **not** included in the budget, leave this section blank.
- If personnel are included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform.
- If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.

- If a salary increase is included, address the type/reason (e.g. merit, COLA, etc.) for the increase, the percentage of increase, and the effective date of the increase. This information is required in order for salary increases to be considered.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- **Supplanting DOES apply to non-profit agencies, as well as government agencies.**

Personnel Benefits:

- To include a fringe benefit in your budget, click "Add". If an individual is eligible for multiple benefits, ***repeat this step for each benefit.***
- **Actual premium amounts should be shown.**
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.
- If an individual's time is not 100% funded by the grant, the fringe benefits must be prorated based upon the percentage of time funded by the grant.
- Some fringe benefits may be combined into one line item, i.e. FICA/Medicare, Workers Comp, and Pension. You may combine lines **only if the category has the same rate for all employees.**

Please Note: Personnel funded through the grant must receive the same benefits/pay as other similar employees in the agency.

EXAMPLE 1 – Jane Smith's two year salary of \$57,200 is included in the grant budget. The following fringe benefits are also requested:

- FICA/Medicare – 7.65% of salary
- Pension/Retirement – 8% of salary
- Medical Insurance - \$100 per month for the 24-month contract period
- Life Insurance - \$10.00 per month for the 24-month contract period
- Dental Insurance - \$5.00 per month for the 24-month contract period
- Unemployment Comp – 11.2% of the first \$12,000 x 2 years of salary
- Workers Comp - \$3.25 per \$100 of salary

Category (Select from drop down box)	Item	Salary / Premium	Percentage / # of Periods	% Funding Requested	Total Cost
FICA/Medicare	FICA/Medicare – Jane Smith	\$57,200.00	0.0765	100%	\$4,375.80
Pension/Retirement	Pension Retirement – Jane Smith	\$57,200.00	0.08	100%	\$4,576.00
Medical Insurance	Medical Insurance – Jane Smith 01/01/2020	\$100.00	12	100%	\$1,200.00
Life Insurance	Life Insurance – Jane Smith	\$10.00	24	100%	\$240.00
Dental Insurance	Dental Insurance – Jane Smith	\$5.00	24	100%	\$120.00
Unemployment Comp	Unemployment Comp – Jane Smith	\$24,000.00	0.112	100%	\$2,688.00
Worker's Comp	Worker's Comp – Jane Smith	\$57,200.00	0.0325	100%	\$1,859.00

If a premium rate or fringe benefit percentage is expected to change during the contract period, a budget line item should be included to reflect the initial rate/percentage and to reflect the change in rate/percentage.

EXAMPLE 2 – Jane Smith's two year salary is \$57,200. Her pension rate is expected to increase from 8% to 8.15% of salary after 12 months of the contract period. In addition, her medical insurance premium is expected to increase from \$100/month to \$120/month after 12 months of the contract period (effective 1/1/2021).

Category (Select from drop down box)	Item	Salary / Premium	Percentage / # of Periods	% Funding Requested	Total Cost
Pension/ Retirement	Pension/ Retirement – JaneSmith	\$28,600.00	0.08	100%	\$2,288.00
Pension/ Retirement	Pension/ Retirement – Jane Smith 1/1/2021	\$28,600.00	0.0815	100%	\$2,330.90
Medical Insurance	Medical Insurance – Jane Smith 1/1/2020	\$100.00	12	100%	\$1,200.00
Medical Insurance	Medical Insurance – Jane Smith 1/1/2021	\$120.00	12	100%	\$1,440.00

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Personnel Benefits Justification:

- If personnel benefits are **not** included in the budget, leave this section blank.
- If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If personnel are less than 100%, the fringe benefits must be based upon the percent of time requested.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
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Personnel PRN/Overtime:

- 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.
- To include PRN/Overtime in your budget, click "Add". To include PRN/Overtime for more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Hourly PRN/Overtime Pay x Hours on Project.

EXAMPLE 1 – Kelly Smith will work approximately 200 hours of PRN/Overtime on the proposed project. Her PRN/Overtime hourly pay rate is \$22.00.

Name	Title	Hourly PRN Pay	Hours on Project	Funding Requested	Total Cost
Kelly Smith	PRN Advocate	\$22.00	200	100%	\$4,400.00

If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial PRN/Overtime hourly pay and to reflect the increase in PRN/Overtime hourly pay.

EXAMPLE 2 – Kelly Smith expects a salary increase 12 months into the contract period. It is anticipated that she will work 100 hours during the first 12 months at an hourly rate of \$22.00/hour, and that she will work another 100 hours during the second 12 months at a an hourly rate of \$24.00/hour (effective 1/1/2021).

Name	Title	Hourly PRN Pay	Hours on Project	% Funding Requested	Total Cost
Kelly Smith – 1/1/2020	Advocate	\$22.00	100	100%	\$2,200.00
Kelly Smith – 1/1/2021	Advocate	\$24.00	100	100%	\$2,400.00

THE TEXT ENTERED UNDER THE **NAME** COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM, IF YOUR APPLICATION IS SUCCESSFUL.

Personnel PRN/Overtime Justification:

- If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.
- If a PRN/Overtime pay rate increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- **Supplanting DOES apply to non-profit agencies, as well as government agencies.**

Personnel PRN/Overtime Benefits:

- To include a PRN/Overtime benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.

Refer to the Personnel Benefits section above for examples in completing this budget category. If a change in premium or fringe benefit percentage is expected during the contract period, be sure to include a budget line item to reflect the initial rate/percentage and to reflect the change in rate/percentage.

Personnel PRN/Overtime Benefits Justification:

- If PRN/Overtime benefits are included in the budget, provide justification for each PRN/Overtime benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
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Travel/Training:

Include any travel or training related costs for which funding is requested. Travel or training related costs may include, but not be limited to: registration fees, airfare/baggage, airport parking, lodging, hotel parking, meals, rental car and fuel, mileage, shuttles, taxis, tolls, fleet vehicle mileage, etc.

- To include travel and/or training-related costs in the budget, click "Add". Repeat this step to include each expense.
- Registration fees should be included under this budget category.
- Due to the uncertainty of shuttles, taxis, toll roads, and parking, a "Miscellaneous" line can be included to lump these variable expenses. **However, the travel justification must explain the need for the "Miscellaneous" line.**
- State per diem rates may be found at <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
- Lodging costs should be reasonably consistent with the State lodging rate.
- Meal costs (tip included) may not exceed the State per diem rates for the specified location.
- Travel must be by the most direct, practical route.
- The amount of mileage allowance shall not exceed \$0.43 per mile (**State Rate**). Incidentals will not be allowed. Agency travel policy will apply if it is more restrictive than the State rate. The agency will need to attach their mileage policy.
- The Total Cost will automatically calculate as Unit Cost x Duration x Number.

EXAMPLE 1 – As an Advocate, Jane Smith is requesting to attend the 3-day Missouri Victim Services Academy (MVSA) training. She will need lodging for 4 nights at the State per diem rate of \$95.00/day, meals for 4 days at a State per diem rate of \$39.00/day, mileage allowance for driving her personal vehicle for 100 miles at \$0.43/mile, and registration costing \$130.

Item	Category (Select from drop down box)	Unit Cost (Amount or rate per mile, month, day, ticket, etc.)	Duration (Number of months, miles, days, etc.)	Number (Number of vehicles, people, rooms, etc.)	Total Cost
2020 MVSA - Lodging	Lodging	\$95.00	4	1	\$380.00
2020 MVSA - Meals	Meals	\$39.00	4	1	\$156.00
2020 MVSA – Mileage	Mileage	\$0.43	100	1	\$43.00
2020 MVSA– Registration	Registration Fee	\$130.00	1	1	\$130.00

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Travel/Training Justification:

- If travel/training is **not** included in the budget, leave this section blank.
- If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.
- For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such. Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.
- If a specific training is not yet known, travel/training costs may be requested as “miscellaneous training” expenses. If awarded, “Misc. Training” not specifically outlined in the approved budget must be submitted to the DPS for approval at least 30 days prior to the training date.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- **Supplanting DOES apply to non-profit agencies, as well as government agencies.**

Equipment:

- To include equipment in the budget, click "Add". To include more than one item, repeat this step for each budget item. Like items can be included as one budget line, for example: 2 laptop computers may be listed as a single line item.
- Equipment is defined as tangible property, having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible. Items not meeting these guidelines should be listed in the Supplies/Operations budget category.
- Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible. Items not meeting these guidelines should be listed in the Supplies/Operations budget category.
- Vendor quotes, if available, may be uploaded under the “Other Attachments” component.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- Equipment costs should be reasonable and necessary to providing direct services to victims of crime.
- Any equipment requested should be prorated if used for purposes other than for providing direct services.

EXAMPLE – Jane Smith requests to purchase a replacement desktop computer. The computer was priced from Dell at \$1,000 each, plus \$20 shipping.

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost
Desktop Computer	Dell	\$1,020.00	1	None	100%	\$1,020.00

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Equipment Justification:

- If equipment is **not** included in the budget, leave this section blank.
- If equipment is included in the budget, provide justification for each item. Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- **Supplanting DOES apply to non-profit agencies, as well as government agencies.**

Supplies/Operations:

- To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- Supplies/Operations must be prorated based on the proposed SASP budget.
- Membership dues, etc. cannot be requested (ineligible costs).
- The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing these items.
- The following list constitutes "office supplies" for the purposes of this grant project. A generic "office supplies" line item can be included on the Supplies/Operations Budget form in reference to this approved list. You do not need to list separately any of the items contained in the list.

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, staple remover, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, toner and print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, flash drives and blank cd's, pencil/supplies holder, adding machine tape, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries, file box, binders, calculators.

- If you request funding for an item(s) that is **not contained within the above list**, you will need to show that item(s) as a **separate line item** in the Supplies/Operations budget.
- 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.

EXAMPLE 1 – Jane Smith requests office supplies (pens, pencils, paper, toner cartridges, staples, paper clips, rubber bands, batteries, postage, etc.) averaging \$25/month for the 24 month contract period.

EXAMPLE 2 – Jane requests office telephone service for the 24 month contract period, which is shared with the department but averages 50% usage towards the proposed project. The telephone service costs \$70/month.

EXAMPLE 3 – Jane also requests internet service. The internet provider has indicated a rate increase from \$45/month to \$50/month, effective the January 2021.

EXAMPLE 4 – Jane Smith also requests the Utilities (electric, water, sewer, and trash) be funded. (**Remember, these items must be prorated.**) The services average \$150/month. However, only 63% of the agency funding comes from SASP.

EXAMPLE 5 – Jane Smith requests Office Rent. (**Remember this item must also be prorated**) The landlord has indicated a rate increase from \$400/month to \$450/month after effective January 2021. Remember only 63% of the agency funding comes from SASP.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost
Office Supplies	Monthly	\$25.00	24	100%	\$600.00
Office Telephone	Monthly	\$70.00	24	50%	\$840.00
Internet Jan to Dec 2020	Monthly	\$45.00	12	100%	\$540.00
Internet Jan to Dec 2021	Monthly	\$50.00	12	100%	\$600.00
Utilities (Electric, Water, Sewer, & Trash)	Monthly	\$150.00	24	63%	\$2,268.00
Office Rent (Jan to Dec 2020)	Monthly	\$400.00	12	63%	\$3,024.00
Office Rent (Jan to Dec 2021)	Monthly	\$450.00	12	63%	\$3,402.00

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Supplies/Operations Justification:

- If supplies/operations are **not** included in the budget, leave this section blank.
- If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.
- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If your agency prorated any line items, please explain how they were prorated.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- **Supplanting DOES apply to non-profit agencies, as well as government agencies.**

Contractual:

- To include contractual services in the budget, click "Add". To include more than one type of contractual service, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- The maximum amount that may be reimbursed for contractual expenses is \$81.25/hr or \$650 per day.

EXAMPLE – Jane Smith requests to hire a Therapist to counsel victims for 60 hours; the therapist will charge the agency a reduced rate of \$35/hour.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost
Therapist	Hourly	\$35.00	60	100%	\$2,100.00

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Contractual Justification:

- If contractual services are not included in the budget, leave this section blank.
- If contractual services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.
- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If contractual budget items are necessary for the SASP project, you must have a written contract for those services. A draft contract should be submitted with the application outlining what services will be performed, who will perform the requested contractual services, when they will be performed, and the rate at which they will be performed.
- A final signed contract for services must be submitted prior to reimbursement.
- 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.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- **Supplanting does apply to non-profit agencies as well as government agencies.**

Indirect Costs:

- To include indirect costs in the budget, click "Add".
- In the Project Costs box, enter the amount on which indirect costs are being requested. This should be based on the costs indicated in your federally negotiated rate, your cost allocation plan, or the organization's Modified Total Direct Costs (MTDC) if using the de minimus rate.
- In the Indirect Type drop down box, click on the type of indirect cost rate you are requesting (Federally-Approved Indirect Cost Rate, De Minimus Rate, or Cost Allocation Plan).
 - **Federally-Approved Indirect Cost Rate** - Agency has a federally negotiated rate. Attach a copy of the current, signed Federally-approved indirect cost agreement in the Required Attachments section.
 - **De Minimus Rate** - Agency is using the de minimus rate of 10% of the organization's Modified Total Direct Costs (agency does not have and has never had a Federally-approved indirect cost rate). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.
 - **Cost Allocation Plan** - Agency has a professionally prepared cost allocation plan with a suggested indirect cost rate. Agencies must have a cost allocation plan, which has been professionally prepared by a CPA, county/city treasurer or finance director, in compliance with 2 C.F. R. part 200, specifically Appendix IV may submit such plan after certifying they have met all criteria in 2 C.F.R. part 200. Consideration by the DPS will be given to the suggested rate, then a rate will be negotiated and agreed upon by both parties in the special conditions of the grant. Budgets should be entered as if the suggested negotiated rate is the true rate. If utilizing the cost allocation plan, the cost allocation plan must be attached in the Required Attachments section.
- In the Indirect Rate box, enter your indirect cost rate percentage (federally negotiated rate, cost allocation plan rate, or de minimus rate of 10%).

Indirect Costs Justification:

- If indirect costs are included in the budget, provide justification for cost basis.
- If using a federally negotiated indirect cost rate, list the agency that approved the agreement and date.
- If using a cost allocation plan, provide contact information for the person whom professionally prepared plan and the date plan was prepared.

Once you have completed your budget, click Save.

It is highly recommended that you check your budget for accuracy at this point.

Click Edit to change entries and/or justification.

Mark as Complete when Edits are complete.

SASP Data Form:

- Complete the form by clicking Edit in the upper Right hand corner.
- Indicate the anticipated number of victims to be served by this SASP funded project. (***This number should match the Number of Victims to be Served portion of the narrative.***) Indicate the anticipated number of hotline calls, if applicable.
- Indicate the anticipated breakdown of victims to be served, the anticipated number of hotline calls and the anticipated number of bed nights provided for this SASP funded project.
- Click Save, then Mark as Complete.

Audit Requirements:

This form is necessary for the Missouri Department of Public Safety to gather general audit information relating to your agency. If awarded grant funds under this application, you will be required, at a later date, to submit a copy of your agency's last financial audit if you meet the requirements.

- Complete the form
- Click Save.
- Mark as Complete.

Required Attachments:

- To add Required Attachments, click on the appropriate Attachment name (blue hyperlink) and upload the document; type a brief description of the document, and click Save.
Scan all like documents into one file (i.e. job descriptions and payroll records should be one file).
- To add more Attachments repeat the process above.
- Mark as Complete.

Other Attachments:

This attachment section is for any other information you would like to provide about your agency (i.e. surveys, victim letters).

- Click Add to upload the document; type a brief description of the document, and click Save.
Please scan all like documents into one file (i.e. all evaluation tools/surveys should be in one file).
- Repeat the process for each additional attachment.
- Mark as Complete.

Self-Evaluation Risk Assessment:

This form is used to determine if the applicant agency will be subject to special conditions, if awarded a contract for funding.

- This form should be completed by the Authorized Official or Executive Director of the agency.
- Complete this form and click Save.
- Mark as Complete.

Application Certified Assurances:

- This form should be completed by selecting the checkbox.
- Click Save.
- Mark as Complete.

SUBMITTING THE APPLICATION

Once all of the sections are “Marked Complete” please review your entire application. To review your application online click “Application Details”.

Print a copy for your files. Click “Application Details” select Print, or Print to PDF, to print or save a copy of the completed application.

NOTE: Failure to submit a completed application will disqualify the proposal from further consideration. Applicants will **not** be contacted if they fail to submit all required information.

When the application is ready for submission, click the **Submit** button and wait for confirmation.

Once submitted, you cannot make changes to the application!

WEBGRANTS TECHNICAL ISSUES

If the applicant experiences **WebGrants technical issues**, beyond the applicant’s control that prevent submission of the application by the deadline, the applicant must contact the Department of Public Safety staff by e-mail **within 24 hours after the deadline** to request approval to submit the application. In the email, the applicant must include:

- 1) A description of the technical difficulties;
- 2) A timeline of submission efforts;
- 3) A screen shot of the error message/code;
- 4) Any other relevant information that might be useful.

DPS will consider the information provided in order to determine if the application will be accepted late.

Please send all emails to cvsu@dps.mo.gov

APPLICATION REVIEW PROCESS

Competitive Bid Process

The CVS/JJ Unit of DPS utilizes a two-part process for reviewing applications. Applications undergo an administrative review for technical merit by DPS staff and are then subject to review by a panel that includes external reviewers. The external reviewers will be professionals without any personal financial interest in the program. The panel members may change for each grant process and from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints on the issues surrounding victim services is expressed and utilized in the evaluation process. DPS staff and the external review panel members will convene to determine funding recommendations to be submitted to the Director or his/her designee for final approval.

In evaluating each application, both objective analysis and subjective judgment will be used in conducting an assessment of the proposal in accordance with the funding opportunity guidelines in addition to the following criteria:

- Administrative Review for Technical Merit;
- Underserved Populations;
- Geographic Diversity;
- Demonstration of need;
- Past Performance;
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s);
- Demonstration that SASP funds will not be used to supplant state and local funds;
- If reviewers believe that supplanting may occur, the applicant will be required to supply documentation demonstrating that the reduction in state and local resources occurred for reasons other than the receipt or expected receipt of State funds;
- For certain programs, a written certification may be requested by DPS from the applicant agency stating the SASP funds will not be used to supplant state and local funds.
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- Demonstration that the applicant agency has identified support and contributions for this project from sources other than the SASP;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Experience and expertise of the agency in the field of victim services;
- Overall quality and score of the application.

Notice of Funding

With the approval of the Director of the Missouri Department of Public Safety (or his/her designee), applicants will be notified via WebGrants of the decisions made by the review panel approximately 4 weeks following the Review Meeting. The notification will be sent from dpswebgrants@dps.mo.gov to the person listed as the Primary Contact on the General Information form of the application.

Applications may be approved for full funding, partial funding, or no funding. Applicants will be provided with feedback from the review panel.

It is anticipated that the funding requests will easily exceed the amount of money available. Funding notifications will not be released through any other means than WebGrants.

ACCEPTANCE OF SUBAWARD

Following completion of the application review process, DPS subawards funding to approved applicants in the form of a document titled ***Subaward***. This document identifies the following: DPS as the administrative agency, the subrecipient name, the funding opportunity title, the contract period, the amount of federal or state funds awarded, the subaward number, and a project description. As appropriate, Special Conditions may be included. The subrecipient must adhere to any Special Conditions as well as the SSVF Certified Assurances. All correspondence concerning the award shall refer to the designated Subaward Number shown on the ***Subaward*** document.

To accept the subaward, the Subrecipient must print and return the following documents:

1. **Subaward Document** – this form must contain **original** signatures by the Authorized Official and Project Director, as listed within the grant application, affirming acceptance of the award.
2. **Certified Assurances and any Special Conditions** – these forms, if applicable, must contain **original** signatures by the Authorized Official and Project Director, as listed within the grant application, certifying compliance with all federal or state laws, circulars, statutes, and guidelines and affirming they have read and will comply with all terms and conditions of the grant program. The Authorized Official must initial each page of the Certified Assurances and Special Conditions documents, as applicable. *If new or differing requirements are imposed on the grant program between the time the application is submitted and the time of subaward acceptance, revised documents will be provided and will require the signature and initials of the Authorized Official.*

These documents must be returned to DPS within **45 days** from the date of award, unless an extension request is approved by DPS. Any such request must be submitted to DPS with the 45 days noted above. No funds will be disbursed to the subrecipient until the above documents have been received by DPS.

CANCELLATION CONDITIONS

If a project is not underway within **60 DAYS** of the project period start date, the Subrecipient must notify DPS of the delay, and the steps being taken to commence the project, the reasons for delay, and the expected starting date.

If a project is not underway within **90 DAYS** of the project period start date, the Subrecipient must submit a second notification to DPS explaining the implementation delay. Upon receipt of the 90-day notification, DPS may decide to continue the contract or cancel the project.

Notification must be submitted through the “Correspondence” component of WebGrants.