



Missouri Department of Public Safety
Office for Victims of Crime
Crime Victims Services Unit

WELCOME!
We will begin shortly.



Imaginary "hold music"

Missouri Department of Public Safety
Office for Victims of Crime



**2022-23 STOP VIOLENCE AGAINST WOMEN (VAWA)
AND
SEXUAL ASSAULT SERVICES PROGRAM (SASP)
GRANT PROGRAM COMPLIANCE WEBINAR**

CRIME VICTIM SERVICES/ JUVENILE JUSTICE UNIT STAFF

- Connie Berhorst, Program Manager
- Tina Utley, Grants Specialist
- Kristina Kirchhoff-Welch, Grants Officer
- Adriana Budean, Program Specialist
- Michelle Parks, Senior Program Specialist
- Chris Yeager, Senior Program Specialist
- Vacant, Program Specialist (MOVANS)
- Vacant, Lead Administrative Assistant

VAWA/SASP GRANT CONTACTS

Tina Utley – Grants Specialist

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Vacant, Lead Administrative Assistant

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REGIONAL REPRESENTATIVES

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

REGIONAL REPRESENTATIVES

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



SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

- SAM (formerly CCR/Cage Code) registration must be updated **yearly** by the agency
 - <https://www.sam.gov/SAM/>
- Agency's new expiration date must be sent to your regional representative via WebGrants Correspondence
 - Agencies are no longer able to edit their organization information within WebGrants

UNIQUE ENTITY IDENTIFIER (UEI)

- Effective April 2022 your DUNS number has been replaced with a **Unique Entity Identifier (UEI)**
 - Yes, it has FINALLY happened!
- DUNS numbers have been removed from the SAM system
- Organizations already registered with the System for Award Management (SAM) have been assigned a UEI
 - Will be displayed in SAM.gov



STATUS OF 2022-2023 AWARDS

- If subaward documents have been received by DPS, they are in the process of being approved
- Initial subaward documents can be found under “Subaward Documents – Need Signatures”
 - Download and print these forms for signature
- If Authorized Official or Project Director is different than named on Subaward docs, **contact your Program Rep ASAP for guidance**

RETURNING THE SUBAWARD DOCUMENTS

Subaward documents must be mailed to our office, and must include:

- ❑ Signed Subaward and Certified Assurances
 - Original signatures of the Authorized Official ***and*** Project Director required
 - Each page of the Certified Assurances must also be initialed by the Authorized Official
- ❑ A copy of the entire approved application, including all attachments must be submitted
 - Please print application as **single-sided portrait** (this format works better for filing!)



FINAL APPROVAL

- ✓ Signed subaward documents reviewed by CVS staff
- ✓ Subaward documents forwarded to DPS Administration for final review/approval
- ✓ Subaward signed by DPS Administration & moved to “Underway” status within WebGrants
- ✓ Final signed documents uploaded to WebGrants
 - Can be found in your Grant Components under “Subaward Documents – Final”
 - Please print a copy of the final documents for your records!

SUBAWARD PERFORMANCE PERIOD

January 1, 2022 through December 31, 2023

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

SPECIAL NOTE RE: STOP VAWA SUBAWARD PERFORMANCE PERIOD

The initial award period is January 1, 2022 through August 31, 2022. We will initiate a Subaward Adjustment to extend the project period to December 31, 2023.*

***Applicable to 2022-23 STOP VAWA awards ONLY**

GENERAL GRANT PROGRAM INFORMATION

STOP Violence Against Women Act Formula Grant Program (STOP VAWA)

- ❖ CFDA Number: 16.588
- ❖ Awarding Agency: The United States Department of Justice, Office of Violence Against Women (OVW)
- ❖ Authorization: the Violence Against Women Act of 1994 (VAWA); reauthorized and amended by the Violence Against Women Act of 2005 (VAWA 2005) and the Violence Against Women Act of 2013 (VAWA 2013)
- ❖ Purpose: To enhance the capacity of local communities to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women

GENERAL GRANT PROGRAM INFORMATION

Sexual Assault Services Formula Grant Program (SASP)

- ❖ **CFDA Number:** 16.017
- ❖ **Awarding Agency:** The United States Department of Justice, Office of Violence Against Women (OVW)
- ❖ **Authorization:** the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA); reauthorized and amended by the Violence Against Women Act of 2013 (VAWA 2013)
- ❖ **Purpose:** Provides funding to support rape crisis centers and other nonprofit, nongovernmental organizations that provide services, direct intervention, and related assistance to victims of sexual assault.



GENERAL INFORMATION

Subrecipients should be familiar with and reference the following documents:

- DPS Financial and Administrative Guidelines
<https://dps.mo.gov/dir/programs/cvsu/documents/financial-admin-guidelines.pdf>
- DPS Subrecipient Travel Guidelines
<https://dps.mo.gov/dir/programs/cvsu/documents/sub-recipient-travel-policy.pdf>
- 2022-2023 Certified Assurances
- Any Subaward Specific Special Conditions



GENERAL INFORMATION

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

- The agency's 2022-23 approved budget and project scope, as outlined in the subaward
- Any subaward specific Special Conditions
- Compliance requirements as outlined in this PowerPoint and the 2022-23 Certified Assurances

Resources are available on our website to assist you:

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



GENERAL INFORMATION

- It is the agency's responsibility to keep Registered Users up-to-date within WebGrants
- Review agency's **Registered Users** periodically
 - From the Main Menu, select "My Profile"
 - Select agency name from Associated Organization
 - This will open the agency's profile page
 - Scroll down to see the list of Registered Users
 - Registered users no longer associated with the organization should be **removed**
 - Notify your Program Representative of the need to remove a registered user so that appropriate action may be taken within the grant(s) as well

OBLIGATION OF FUNDS

- Funds distributed on a reimbursement basis only
 - Services/activities/supplies/equipment/etc. must be paid for by the agency **prior** to receiving reimbursement
 - Approved travel/training expenses may not be claimed until **after** the travel has been completed
- Purchase Orders
 - Funds are considered obligated if a purchase order is issued by the agency
- Claims for reimbursement must be submitted **within 60 days** of expense being incurred
 - Failure to submit expenses within 60 days may result in reimbursement being denied

PERSONNEL

- Supporting documentation **MUST** be submitted for salary and benefit requests
 - Daily Activity Timesheets
 - Payroll/accounting records, paystubs, invoices, etc.
 - Rates for Worker's Comp, Unemployment Comp, etc. must be clearly identified (if applicable)
 - Proof of payment must be provided, whether paid monthly, quarterly, etc.
- Bonuses are **not** allowable

PERSONNEL

TIMESHEETS

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

VAWA MATCH

LOCAL MATCH

- Minimum 25% match for government agencies
- If agency provided match greater than 25%, the budgeted amount must be fulfilled
- Match may be applied to the same eligible expenses as Federal funds
- Match must be submitted within 60 days of being incurred in order to be credited to the subaward
- DPS may require adjustments to match reporting throughout the contract period, if deemed appropriate (i.e. agency is significantly behind in providing match, so funds are moved from reimbursement to match)

VAWA MATCH

VOLUNTEER MATCH

- Volunteers must provide eligible services and/or complete eligible activities to be used as match
- Staff cannot volunteer their time
- Activity Timesheets are required for volunteer match
 - Must detail services/activities
 - Must be signed by both volunteer and supervisor



TRAVEL/TRAINING

- Funds will NOT be reimbursed prior to actual travel
- Travel must be by the most practical and direct route, with strict adherence to the DPS Subrecipient Travel Guidelines and the approved budget
- Costs should be reasonable and prudence should be used when making any travel arrangements
 - “Non-traditional” lodging is not allowable at this time; lodging requests must be for a traditional hotel/motel
- Certificate of attendance or other proof of attendance should accompany training reimbursement requests



TRAVEL/TRAINING

- Pre-approved Travel/Training expenses must adhere to the approved budget
 - If you foresee any expenses not included in your budget, consider a subaward adjustment request
- Miscellaneous training requests must be submitted to your Program Rep at least 30 days prior to the training to receive approval
 - Include as much information about the training as possible in order for us to determine eligibility

TRAVEL/TRAINING

- State per diem guidelines must be followed, unless your agency policy is more restrictive
- Per diem associated with location must be utilized
- Mileage expenses must be supported by a log or other tracking system
 - Must include employee name, number of miles driven/odometer readings, and purpose of travel
- Most meal/hotel expenses are only eligible if in a 12-hour travel status

SUPPLIES/OPERATIONS

- Printed/media material must be pre-approved and must acknowledge the funding source
 - Reference Certified Assurances for required language
- An “office supply list” is included in your Notice of Funding Opportunity packet
 - Items on this list constitute a generic list of approved office supplies
 - Items not specifically included on the “office supply list” must have an approved budget line

EQUIPMENT

- Equipment is defined as non-expendable personal property having a useful life of more than one year, and an acquisition cost of \$1,000 or more per unit
- Must be recorded and tracked in an Inventory Control Listing, as well as tagged to reflect the source of funding, where possible
- Subrecipient must adhere to the most restrictive procurement policy (either DPS or agency policy)

CONTRACTUAL

- Includes contractual/consultant fees/expenses
- All contractual/consultant services must be supported by contracts
 - Must state services to be performed, rate of compensation, and length of time the services will be performed, as applicable
- A fully executed contract must be submitted to DPS prior to expenses being reimbursed
- Subrecipient must adhere to the most restrictive procurement policy (either DPS or agency policy)

UNALLOWABLE COSTS

Certain activities/expenses are **unallowable** under these awards, for example:

- Lobbying
- Fundraising
 - Note: grant writing is **considered fundraising**
- Bonuses



SUBRECIPIENT INTERNAL CONTROLS

- Must track, account for, and report on all funds separately from any other funds
- Grant funds may be used in conjunction with other funding as necessary to complete projects but tracking and reporting must be separate
- Should ensure adequate internal controls exist for the programmatic and financial aspects of the program/project



PROCUREMENT

State Procurement Policy

- Purchases to a single vendor totaling less than \$3,000 may be purchased on the open market
- Purchases to a single vendor totaling between \$3,000 **but less than** \$25,000 must be competitively bid, but need not be solicited by mail or advertisement

ACCOUNTING/FINANCIAL RECORDS

- Records must be kept in an orderly manner and be available for audit purposes to either DPS, or other representatives from the government of the State of Missouri
 - Records must be maintained for 5 years
 - see **Audit Requirements**
- Subrecipient is responsible for protecting records against fire, theft, or other possible damages



AUDIT REQUIREMENTS

- Must comply with DOJ Financial Guide, Chapter 3.19, Audit Requirements, in accordance with the provisions of Title 2 C.F.R. Subpart F (§ 200.500 et seq.)
- An audit is required if \$750,000 or more is received from Federal sources
 - Includes all Federal sources, not limited to VAWA and/or SASP

AUDIT REQUIREMENTS

- An agency audit must be performed by an independent auditing firm
- Audits must be conducted with reasonable frequency, usually annually, but no less frequently than every two years
- Must submit a copy of such audit to DPS via the “Correspondence” component of WebGrants

PRINTING AND PUBLICITY

- DPS encourages recipients of federal funding to share success stories of their project
 - Award of funding
 - Improvements in services provided
 - Educational training
- Subrecipients are required to disclose the source of their funding



CLAIMS

- Monthly Claims are due the 5th of each month
 - If the 5th falls on a weekend or holiday, the claim is due the **next business day**
- Monthly Claims must be submitted, even if \$0.00
- Payments are generally made around the 25th of each month via EFT transaction
 - Payments can be tracked using the State of Missouri Vendor Services Portal at:

<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>

Enter your agency FEIN Number to search payments

CLAIMS

- Must report **actual** expenditures
- Must be submitted via the “Claims” component of WebGrants
- Expenses must be claimed **within 60 days** of occurrence
- All funds must be obligated by no later than 12/31/2023
- All funds must be expended no later than 02/05/2024
- **Final** Claims are due no later than **02/05/2024**

CLAIMS

- Report only those expenses incurred during the reimbursement period: 01/01/2022-12/31/2023
- Include only those items approved in your contract budget
- If you copy a Claim, ensure all **information is updated** appropriately
 - includes general information, activity timesheets, pay dates, pay period dates, coverage dates, etc. on the Detail of Expenditures form, as well as attachments
- Preview the Claim before submission!
 - Reimbursement total must equal the Detail of Expenditures total; if it does not, contact us!

CLAIMS 101

Detail of Expenditures form

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

CLAIMS 101

Detail of Expenditures form

- Descriptions must be concise, yet include relevant details
 - Applicable pay period dates, month benefit is claimed for, number of miles claimed, rate claimed, etc.
- Gross Pay/Actual Amount must be provided
 - Actual salary per pay period, regardless of time spent on grant activities, must be provided
 - Actual costs for all other expenses must be provided
 - Gross salary should **not** include bonuses, gifts, etc., but may include eligible overtime
 - Activity timesheets must support the percentage that is being claimed for salary and benefits

CLAIMS 101

Detail of Expenditures form

- % of Funding Requested = the percentage of the actual cost being requested for reimbursement and/or match
- % of Match Funding Requested = amount to be applied to agency's match requirement
- Federal Share = amount of reimbursement requested for the line item (calculates automatically)
- **REMEMBER** - Reimbursement total must equal the Detail of Expenditures form total
 - Preview the Claim to compare the two totals
 - If the amounts do not equal, contact your Regional Rep!

CLAIMS 101

Detail of Expenditures form

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

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

CLAIMS 101

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

Some examples include:

Salary records/pay stubs

Signed Activity Timesheets

Hotel receipts

Equipment receipts

Supplies receipts

Contractual invoices

Insurance premium invoice

Mileage Logs

Conference registration receipts

Phone bills

Airfare receipts

DOR/County Health Dept. receipts

CLAIMS 101

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

Other Attachments

Description	File Name	File Size

Feedback

Negotiation-

*There are 5 hours of Criminal Justice Support/Advisory on the documentation, however not accounted for on the amount.

*Paid for the support of the negotiator.

Please contact the negotiator for more information.

Check Here for Feedback!

Missouri Department of Public Safety

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CLAIMS 101

Timely Reporting

- Subrecipients must submit expenses within 60 days from the time the expense is incurred.
- DPS reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.

CLAIMS 101

Late Claims

- Claims for Reimbursement (including all supporting documentation) must be submitted by the 5th of each month (with the exception of weekends/holidays)
- Claims submitted after the deadline will not be processed until the following month
- Claims are due each month whether or not the subrecipient expended any grant funds
- **Failure to submit Claims as required shall be considered a failure to adhere to the terms of the subaward, and may result in the delay of reimbursement and/or termination of the subaward**

CLAIMS 101

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

CLAIMS 101

Claims with Errors

- Subrecipients must make every effort to submit accurate claims. If a claim is submitted with errors, the claim may be negotiated back for corrections.
- If the errors are not corrected after two (2) negotiations, the claim may be withdrawn and not paid.
- If a claim is withdrawn due to errors, a Correspondence will be sent to the Authorized Official, the Project Director, & other contacts as deemed appropriate by DPS



SUBAWARD ADJUSTMENTS

- Budget Adjustments
 - Must be received **at least 30 days prior** to the change taking place and **at least 60 days prior** to the end of the contract period
 - Budget Revisions are **NOT** retroactive
 - A maximum of two subaward adjustments are allowed during the project period
- Programmatic Changes
 - Any change that affects the project, but not necessarily the budget
 - Examples may include position title change, project title change, agency name change, etc.
- Contact your Program Representative if you are unsure whether a subaward adjustment is needed



SUBAWARD ADJUSTMENT REQUESTS

- Subaward Adjustment requests must be received at least 30 days prior to the change taking place, and at least 60 days prior to the end of the contract period
- A maximum of 3 Subaward Adjustments are allowed during the performance period
- Subaward Adjustments are generally NOT retroactive
- If you are unsure of whether a Subaward Adjustment Request is necessary, contact your Regional Representative

SUBAWARD ADJUSTMENT REQUESTS

Changes in Information/Updates that DO NOT require a Subaward Adjustment include:

- Change of Address
- Change of Authorized Official and/or Project Director
 - **NOTE:** These changes **require official, signed documentation**
- Changes in grant staff (unless the budget is impacted)
- Informal moves of <10% per line (excluding Personnel/Benefits)



ANNUAL STATUS REPORTS

- Required
- Report 1: Due January 30, 2023
- for the period of **01/01/22-12/31/22**
- Report 2: Due January 30, 2024
- for the period of **01/01/23-12/31/23**
- Requires accurate data, as well as anecdotal information
- Requires use of an outside reporting tool; completed document must then be uploaded into WebGrants
- Late Reports may result in suspension of outstanding payments and/or termination of contract



MONITORING COMPONENTS

Programmatic monitoring components may include a review of the following, if applicable:

- Inventory, equipment labeling
- Personnel Files for grant funded staff (applications/resumes)
- Personnel Manual, standard operating procedures
- Local/agency travel policy
- Local/agency procurement/purchasing policy
- Internal Controls

MONITORING

Purpose of Monitoring

- Ensure compliance with federal/state laws, regulations, and guidelines
- Provide technical assistance
- Review progress toward goals and objectives

Forms of Monitoring

- Site Monitoring – a visit to the agency office(s) to review policies, procedures, records, meet staff, and tour the facility
- Desk Monitoring – agency is not visited; all reports and documentation reviewed internally by DPS staff



MONITORING NOTICE

On-Site Monitoring

- Sub recipients will be contacted by DPS to set up an appointment
- A confirmation letter will be sent via WebGrants Correspondence to confirm date and time of visit
- A Site Monitoring Report must be completed and submitted via WebGrants prior to the visit

Desk Monitoring

- Sub recipients will be contacted by DPS with instructions
- A Site Monitoring Report **MUST** be completed and submitted via WebGrants

MONITORING COMPONENTS

NOTIFICATION OF MONITORING RESULTS

The Project Director and Authorized Official will be notified via WebGrants Correspondence of the results of the monitoring visit, including any corrective action that may be needed



Federal Civil Rights & Equal Employment Opportunity Plan (EEOP)

- Is your agency required to prepare an EEOP?
 - If your agency is required to prepare an EEOP, has your agency prepared an EEOP Utilization Report?
- Regardless of whether your agency is, or is not, required to prepare an EEOP, has your agency completed the appropriate Certification Form and submitted such form to OCR?
 - Date submitted?

Federal Civil Rights & Equal Employment Opportunity Plan (EEOP)

Federal Civil Rights – Forwarding Findings of Non-Discrimination

- Did your agency have findings of discrimination within the project period?
 - If so, has your agency complied with the requirement to forward those findings of discrimination to DPS?



Federal Civil Rights & Equal Employment Opportunity Plan (EEOP)

Federal Civil Rights – Non-Discrimination Policies and Procedures

- How does your agency notify program beneficiaries that it will not discriminate in the delivery of services (e.g. posters, inclusion in brochures, or other program materials)?
- How does your agency notify employees that it will not discriminate in employment (e.g. posters, dissemination of relevant orders or policies, inclusion in recruitment materials)?



Federal Civil Rights & Equal Employment Opportunity Plan (EEOP)

Federal Civil Rights – Non-Discrimination Policies and Procedures

- Does your agency have written policies and procedures informing program beneficiaries and employees how to file a complaint if they feel like they've been discriminated against?
- Has your agency designated a person(s) to coordinate complaints of discrimination?

Federal Civil Rights & Equal Employment Opportunity Plan (EEOP)

Federal Civil Rights – Access to Services for LEP Individuals

- How does your agency provide meaningful access to persons with limited English proficiency (LEP)
- Does your agency have written policies or procedures on LEP services?



Federal Civil Rights & Equal Employment Opportunity Plan (EEOP)

Federal Civil Rights – Civil Rights Training

- Does your agency provide civil rights training to its employees (e.g. cultural diversity, racial profiling, sexual harassment, etc.)?
- How often does your agency provide civil rights training to its employees (e.g. video and/or trainer; at the time of hire, annually, bi-annually, etc.)?

State Civil Rights

State Statutes for Civil Rights

Section 213.055 RSMo – Unlawful Employment Practices

For example:

- Does your agency's job announcements and employment applications include an "Equal Opportunity Employer" statement?
- Does your agency display the required labor law posters?
<http://labor.mo.gov/content/mandatory-posters>
- Does your agency maintain a written policy on non-discrimination and/or non-harassment in the workplace?
- Does your agency maintain a written policy to notify employees on how to file complaints alleging discrimination?

State Civil Rights

State Statutes for Civil Rights

Section 213.065 RSMo – Discrimination in Public Accommodations

For example:

- Does your agency display the required labor law posters (<http://labor.mo.gov/content/mandatory-posters>)
- Does your agency notify program participants that it will not discriminate in the delivery of its services (e.g. brochures, posters, website, mission statement)?
- Does your agency ensure its facilities are ADA accessible?
- Does your agency maintain a written policy on ADA?
- Does your agency maintain a written policy to notify employees and/or citizens on how to file complaints alleging discrimination in public accommodations?

FEDERAL AND STATE CIVIL RIGHTS COMPLIANCE

For more detailed information related to FEDERAL and/or STATE CIVIL RIGHTS requirements, please visit:

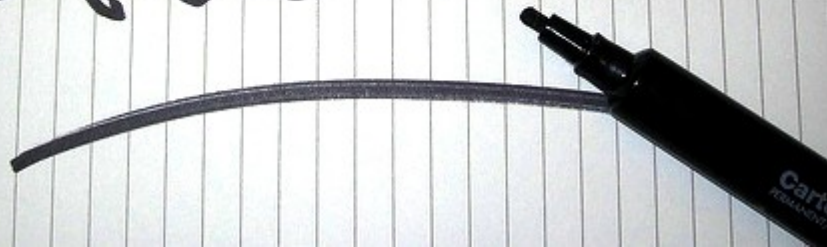
Federal – Department of Justice (DOJ)

<https://www.justice.gov/crt>

Missouri – Department of Labor (DOL)

<https://labor.mo.gov/discrimination>

Questions?



2022-23 VAWA SPECIFIC NOTICE

Hopefully everyone has read the 2022-23 VAWA Award Letter, which was included with your subaward documents! If you did not, here is an important excerpt:

“We appreciate your patience as we navigate new guidance from the Office on Violence Against Women Grants and Programs. To meet the requirements of the new guidance and maximize federal funding, we are issuing this initial award document with a performance period of January 1, 2022 through August 31, 2022, for the full amount of the award as noted above. Your agency will be issued an internal Subaward Adjustment Notice (SAN) that extends the performance period through December 31, 2023 at a later date, but prior to July 15, 2022. The SAN will note the new performance period and note a change in the federal funding source. Please note there will not be any disruption to your project budget or your ability to achieve the approved program goals, objectives and reporting.”

COMPLIANCE WEBINAR FAQ'S

Questions asked during our most recent Compliance Webinar:

- **Does an electronic signature work for the signed timesheets?**
 - Yes, just be sure it is signed by both the employee and supervisor
- **For claims that needed to be fixed and then resubmitted - are they processed immediately, or fall in line with the next round of reviews?**
 - It depends on the timing. Our accountant draws down funds from the Federal level once per month. If correction(s) are received and are able to be approved prior to drawdown, the Claim will be processed/paid that month. If the deadline for drawdown has passed, the Claim will be processed the following month.
- **Is there a specific form to be filled for changes to AO or PD?**
 - No, we do not use a specific form for changes to Authorized Official or Project Director. Please send a Correspondence through WebGrants to your Regional Representative. They will advise if additional information is needed from the agency.
- **What is the minimum age for primary victims that can be served?**
 - For SASP all ages; for STOP VAWA the primary victim age is 11

COMPLIANCE WEBINAR FAQ'S

- What is the deadline when the DPS accountant draws down from the federal fund?
 - The drawdown date varies by month, however it is usually around the 15th of the month.
- How is this done in Webgrants since it will only allow you to invoice what is budgeted? *(In regards to informal moves.)*
 - Enter the expense in the Detail of Expenditures form, just as you normally would. The Reimbursement form will show a negative "Available Balance" for the line if the budget has been exceeded. We watch these lines each month to ensure the 10% is not surpassed.
- For the reports, is the 2nd report an annual report, or are the statistics for both years?
 - The 2nd report is also an Annual Report and will only report on information for 2023.

FAQ'S FROM OUR PREVIOUS COMPLIANCE WEBINARS

Questions that have been asked during past VAWA and SASP compliance webinars, which you may find helpful:

- **Do you have daily activity logs/timesheets you can share?**
 - Yes, we do! We have templates for daily activity timesheets available on our website.
 - Please note: VAWA has 2 different activity timesheets. One is for Victim Services and the other is for Criminal Justice/Law Enforcement...make sure you select the correct one!
- **If one of our yearly audits will be completed after the end of the funding period (for example in March after the contract ends), how should we handle it?**
 - Send us your most recent completed audit (even if it is old)

FAQ'S FROM OUR COMPLIANCE WEBINARS

These following questions were taken from the SSVF Compliance, but we thought VAWA & SASP recipients might find them helpful as well:

- **Regarding insurance invoices, non-grant funded individuals on the form can be blacked out? For confidentiality purposes?**
 - Yes, that is correct. We need the dates of coverage, the name of the grant funded employee, and the premium amount. Everything else *should be redacted!*
- **Would sites like Hotwire be considered “non-traditional” for travel purposes?**
 - At this time private rental properties are not being approved for lodging expenses. You may use Hotwire (or similar) to book your hotel, flight, etc. as long as the per diem is not exceeded.

FAQ'S FROM OUR COMPLIANCE WEBINARS

- **Would a retroactive budget adjustment ever be considered?**
 - Retroactive adjustments are rarely approved, but would be considered on a case-by-case basis. Please discuss the extenuating circumstances with your Program Representative.