



Missouri Department of
Public Safety

Missouri Office for
Victims of Crime /
Crime Victims Services Unit

NOTICE OF FUNDING OPPORTUNITY

2024-2025 Sexual Assault Services Program (SASP)

Awarding Agency:

The Missouri Department of Public Safety

Funding Opportunity Title:

2024-2025 Sexual Assault Services Program (SASP)

CFDA#:

16.017

Announcement Type:

Competitive

Release Date:

August 7, 2023

Funding Opportunity Performance Period:

January 1, 2024 to December 31, 2025

To Apply:

Submit an electronic application via the DPS WebGrants System at:

<https://dpsgrants.dps.mo.gov>

APPLICATION DEADLINE:

5:00 p.m. (Noon) September 15, 2023

Connie Berhorst
CVS/JJ Program Manager
cvsu@dps.mo.gov
573/526-1464

Tina Utley, Grants Specialist
tina.utley@dps.mo.gov
573/522-6235

Lewis & Clark State Office Building
1101 North Riverside Drive
Jefferson City, MO 65102

Michael L. Parson, Governor
Sandra K. Karsten, Director

TABLE OF CONTENTS

<i>Program Description</i> _____	3
INTRODUCTION _____	3
STATUTORY PURPOSE AREAS _____	3
OVW PRIORITY AREA _____	3
DEFINITIONS _____	3
SUBRECIPIENT ORGANIZATION ELIGIBILITY REQUIREMENTS _____	6
ELIGIBLE APPLICANTS _____	8
INELIGIBLE RECIPIENTS OF SASP FUNDS _____	8
ALLOWABLE SERVICES, ACTIVITIES, & COSTS _____	9
UNALLOWABLE SERVICES, ACTIVITIES, & COSTS _____	10
CONTINUATION FUNDING _____	11
CONTRACT PERIOD _____	11
MONITORING _____	11
ANNUAL PERFORMANCE REPORT REQUIREMENTS _____	11
<i>Grant Application Instructions</i> _____	12
WEBGRANTS TECHNICAL ISSUES _____	25
APPLICATION REVIEW PROCESS _____	26
ACCEPTANCE OF SUBAWARD _____	27
CANCELLATION CONDITIONS _____	27

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

Pursuant to 34 U.S.C. § 12511(a)(1), funds under this program must be used for one or more of the following purposes.

To provide intervention, advocacy, accompaniment, support services, and related assistance to:

1. Adult, youth, and child victims of sexual assault.
2. Family and household members of such victims.
3. Those collaterally affected by the victimization, except by the perpetrator of such victimization.

Specifically, funds under the SASP Formula Program must be used to support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual. See 34 U.S.C. § 12511(b)(1).

SASP funds shall be used to provide subawards to rape crisis centers and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in Missouri other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. See 34 U.S.C. § 12291(a)(25). Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral.
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
3. 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.
4. Information and referral to assist the sexual assault victim and family or household
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

DEFINITIONS

The universal definitions used as general guidelines for the SASP grant can be found in the Attachments Component of the Funding Opportunity in WebGrants. 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 Program.

SUBRECIPIENT ORGANIZATION ELIGIBILITY REQUIREMENTS

SASP establishes eligibility criteria that must be met by agencies to receive SASP funds. These funds are to be awarded only to non-governmental victim services program. Each subrecipient organization shall meet the following requirements:

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://oip.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 (EEO).** The Subrecipient, if required to do so, will formulate an Equal Employment Opportunity Program (EEO) 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 EEO 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); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and the Department of Justice (DOJ) regulation for the Equal Treatment of Faith-Based 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 are lists of these activities, including a separate list for each OVW grant program. The first list applies across all OVW programs, and the second list is program-specific.

- 1) Procedures or policies that exclude victims from receiving services 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.⁴
- 2) Procedures or policies that compromise the confidentiality of information and/or privacy of victims.
- 3) Procedures or policies that require victims to take certain actions (e.g., seek an order of protection; receive counseling; participate in counseling, mediation, or restorative justice/circle processes; report to law enforcement or other authorities; seek civil or criminal remedies) or penalize them for failing to do so.
- 4) Procedures or policies that fail to include conducting safety planning with victims.
- 5) Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
- 6) Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
- 7) Partnering with individuals or organizations that support/promote practices that compromise Victim safety and recovery or undermine offender accountability.

Additional activities that compromise victim safety and recovery and undermine offender accountability, divided by OVW grant program, appear in the list below.

Sexual Assault Services Formula Program

- Materials that are not tailored to the dynamics of sexual assault or to the specific population(s) to be addressed by the project.
- Policies that deny individuals access to services based on their relationship to the perpetrator.

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)).

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)).

(1) Fatality reviews.

Grantees and subrecipients may share personally identifying information or individual information that is collected as described in paragraph (2) of this section about deceased victims being sought for a fatality review to the extent permitted by their jurisdiction's law and only if the following conditions are met:

- (i) The underlying objectives of the fatality review are to prevent future deaths, enhance victim safety, and increase offender accountability;
- (ii) The fatality review includes policies and protocols to protect identifying information, including identifying information about the victim's children, from further release outside the fatality review team;
- (iii) The grantee or subrecipient makes a reasonable effort to get a release from the victim's personal representative (if one has been appointed) and from any surviving minor children or the guardian of such children (but not if the guardian is the abuser of the deceased parent), if the children are not capable of knowingly consenting;
- (iv) The information released is limited to that which is necessary for the purposes of the fatality review.

(2) Inadvertent release.

Grantees and subrecipients are responsible for taking reasonable efforts to prevent inadvertent releases of personally identifying information or individual information that is collected as described in paragraph (2) of this section.

(3) Confidentiality assessment and assurances.

Grantees and subrecipients are required to document their compliance with the requirements of this paragraph. All applicants for SASP funding are required to submit a signed acknowledgement form, indicating that they have notice that, if awarded funds, they will be required to comply with the provisions of this paragraph, will mandate

that subrecipients, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subrecipients, if any, will do so as well.

12. **Victim eligibility for services.** Victim eligibility for direct services is not dependent on the victim's immigration status.

13. **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

SASP Funds may be awarded 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 funding. These organizations include, but are not limited to, the following:

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

ALLOWABLE SERVICES, ACTIVITIES, & COSTS

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.

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, postage, brochures which describe available services, books and other victim-related materials. SASP may support administrative time to complete SASP-required time and attendance sheets and programmatic documentation, reports, and statistics, administrative time to maintain crime victims' records; and the prorated share of audit costs if an audit is required.
- g. **Office Supplies-** The following list constitutes "office supplies" for the purposes of this grant. A generic "Office Supplies" line item can be included in the Supplies/Operations budget 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, stapler, staples, , scissors, note pads, 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, pencil/supplies holder, , business cards, phone cords, printer/computer cables, key tags, padlocks for cabinets, filing cart, index cards, , binder clips, ink-stamp, batteries, file box, binders, calculators. ***Any other item must be specifically requested and approved by DPS and designated as a separate line item.***

- h. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries (including paid time off) and fringe benefits.
 - a. 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.**
 - b. Grant funded employees must be provided the same rights and benefits as other non-grant funded agency employees.
- i. **Outreach Activities/Public Presentation.** 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. **Physical modifications to buildings, including minor renovations such as painting or carpeting;**
5. **Construction;**
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. **Domestic Violence Services** - Providing domestic violence services unrelated to sexual violence; and
19. **Employee bonuses.**

CONTINUATION FUNDING

The state award process is competitive and no project is guaranteed continuation funding.

PERFORMANCE PERIOD

The performance period for approved projects is January 1, 2024 through December 31, 2025.

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-OVC 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

Recipients of SASP funds are required to submit an annual report to the DPS-OVC. The performance report is due January 30th each year. Failure to submit the Performance Report by that date could result in funds being withheld until the report is received.

Application Instructions

Applications must be submitted via the [DPS WebGrants System](#). Applicants are encouraged to begin the application process early.

Before an application can be submitted through WebGrants, the following registration steps and information is required:

1. Provide or Acquire a UEI (Unique Entity ID) Number

Applicants for federal grants and cooperative agreements are required to have a Unique Entity ID (UEI) Number to submit an application. The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Obtaining a UEI number is a free, one-time activity. If your organization does not know its UEI number or needs to register for one, visit <https://sam.gov>

2. Provide Registration (New or Renew) with the System for Award Management (SAM)

The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that centralizes information about grant recipients. You can register online at <https://www.sam.gov/>. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active registration.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid UEI number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active award.

3. Register as a User in WebGrants (*for agencies NEW to WebGrants*)

Visit [WebGrants](#), to register as a user by providing the applicant agency's information. **The deadline to register in WebGrants is 5:00 p.m. on September 1, 2023.**

Upon approval of the registration, DPS-OVC will confirm the registration and provide your User ID and Password (via email). If your registration is not approved, you will receive an email informing you of the denial reason(s).

Once your registration is approved, you can add additional users from your organization to allow them access to the application and/or grant 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 you add will not be subject to approval by DPS.

As an approved WebGrants user you have access to apply for funding opportunities available through DPS. Log on to WebGrants with the UserID and Password and from the Main Menu screen, click the 'Funding Opportunities' link and then click the appropriate funding opportunity.

WEBGRANTS APPLICATION FORMS/COMPONENTS

Each form or component of the application in WebGrants provides detailed instructions for completing the application. To ensure your application meets the technical requirements of the application, it is important that you follow the directions and pay close attention to detail.

Applicants are encouraged to review the Notice of Funding Workshop prior to initiating an application.

SUBMITTING THE APPLICATION

Once all of the sections of your application are complete, proof-read and review the entire application. To review your application in WebGrants, click "Application Details". Make sure you open each of the attachments to confirm the files can be opened and are readable.

Print a hard copy of your application and attachments for your files or save it in your computer. To save to your computer, 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.

**MAKE SURE YOU CLICK SUBMIT!
MAKE SURE YOU RECEIVE CONFIRMATION YOUR APPLICATION WAS SUBMITTED!
Once submitted, you cannot make changes to the application!**

Applications must be submitted through the WebGrants system no later than 5:00 p.m., September 15, 2023. Proposals cannot be submitted after this date/time. Applicants are encouraged to begin the process immediately to meet the application deadline. Applications submitted through any means other than WebGrants will not be considered for funding.

WEBGRANTS TECHNICAL ISSUES

Applicants are encouraged to submit applications well in advance of the deadline to prevent any unexpected technical errors. Ensuring your internet services and access is adequate in advance is strongly recommended.

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 email **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 review the information provided and make a determination as to whether or not a late application will be accepted. **Please send all emails to cvsu@dps.mo.gov**

APPLICATION REVIEW PROCESS

Competitive Bid Process

The DPS OVC utilizes a two-part process for reviewing applications. Applications undergo an administrative review for technical merit by DPS OVC staff and are then subject to review by a panel of 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. 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 (attention to detail, accurate math, concise and complete responses);
- 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 SAS{ funds will not be used to supplant state and local funds (local units of government only) or that nonprofit agencies adequately justify the need for VAWA funds to replace other agency funds;
- If supplanting is a concern, the applicant will be required to supply documentation demonstrating a reduction in non-state 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 OVC stating that State funds will not be used to supplant local funds. This restriction shall not apply to funds used by any not-for-profit agency;
- 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 SASP funds;
- 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

Applicants will be notified via WebGrants of the award decisions within 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 expected 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

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 OVC. Any such request must be submitted to DPS-OVC via the WebGrants Correspondence component of the system within 45 days from the date of the award notice. No funds will be disbursed to the subrecipient until the above documents have been executed 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.