



Missouri Department of Public Safety
Office for Victims of Crime
Grants & Services

WELCOME!
We will begin shortly.



Imaginary "hold music"

This presentation will be recorded.

COMPLIANCE WEBINAR 2024-2025

STOP VIOLENCE AGAINST WOMEN (VAWA)

SEXUAL ASSAULT SERVICES PROGRAM (SASP)



VAWA & SASP GRANTS TEAM

Tina Utley, Grants Specialist/Supervisor

- 573-522-6235
- tina.utley@dps.mo.gov

Veronica Giedd, Grants Officer

- 573-751-6145
- veronica.giedd@dps.mo.gov

Ese Matos, Grants Officer

- 573-522-5685
- esperansa.matos@dps.mo.gov

Tammy Biesemeyer, Lead Administrative Assistant

- 573-526-1464
- Tammy.biesemeyer@dps.mo.gov

WEBGRANTS UPDATE COMING SOON

The WebGrants system will undergo a full system conversion. The conversion is scheduled to begin on February 13th. The system is expected to be completely down for a period of at least 1 week. During this time WebGrants Users will not have any access to the system.

Your patience is appreciated!

REGIONAL GRANT OFFICERS

Your Regional Grants Officer is available to assist you throughout the life cycle of your award. What to expect from your RGO:

- Timely responses to questions or requests for technical assistance related to your award
- Thorough review of all award related claims, reports and correspondence
- Performance reviews, compliance monitoring and accountability
- Notification of any concerns related to the award

RG0 WEBGRANTS CORRESPONDENCE

To initiate correspondence with your RGO or to reply to your RGO you must use the WebGrants Correspondence component.

IMPORTANT NOTICE:

Do **NOT REPLY** to e-mail alerts sent from WebGrants; your reply may not reach your intended recipient.

To CC: a recipient, the e-mail address of the intended recipient **must be entered**

Per on-screen instructions, separate multiple e-mail addresses with a semi-colon (;)

Agency/Award contact information & personnel changes **must be** submitted to your RGO via WebGrants Correspondence

All correspondence **must include** your typed name and agency (similar to an email signature) on any Correspondence.

SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

It is the responsibility of the sub-recipient to:

- Update the agency's SAM (formerly CCR/Cage Code) registration yearly. See <https://www.sam.gov/SAM/>
- Immediately notify the RGO of the Agency's new expiration date via WebGrants Correspondence

Failure to maintain an updated SAM and notify the RGO may result a compliance issues.

IMPORTANT NOTICE: Agencies are no longer able to edit their organization information within WebGrants.

STATUS OF 2024-2025 AWARDS

Initial subaward documents can be found under the “Subaward Documents – Need Signatures” component of WebGrants

- Download and/or print these forms for signature

If the Agency Authorized Official or Project Director is different than who is identified on the Subaward documents **contact your RGO immediately for guidance.**

SUBAWARD DOCUMENTS SIGNATURES

NEW: Electronic Signatures are Acceptable.

- The Authorized Official and Project Director may sign subaward documents with either a handwritten signature or a digital signature. Stamped signatures are not acceptable.
- ALL SIGNATURE FIELDS MUST BE COMPLETED ON THE SUBAWARD AND THE CERTIFIED ASSURANCES.
- The Authorized Official must sign the Certified Assurances and initial each page.

NOTE: The person signing the documents **must match the typed name on the documents**. If in doubt, contact your RGO immediately.

FINAL SUBAWARD DOCUMENT APPROVAL PROCESS

- ✓ Signed subaward documents are reviewed by the DPS-OVC staff
- ✓ The documents are submitted to DPS Administration for final review & approval
- ✓ Approved documents are signed by DPS Administration & moved to “Underway” status in WebGrants
- ✓ Fully signed documents are uploaded to WebGrants under the “Subaward Documents – Final”

IMPORTANT: Print a hard copy of the final fully signed documents and keep for your records!

SUBAWARD PERFORMANCE PERIOD

January 1, 2024 through December 31, 2025

Projects must be operational within 60 days of the project period start date.

- If not operational within 60 days, subrecipient **must** immediately submit notice to the RGO via WebGrants Correspondence. The notice must describe any action(s) taken to initiate the project, a detailed explanation for the delay and the expected start date OR notice to de-obligate the award.
- If not operational within 90 days, a second notice to the RGO must be submitted immediately to the RGO via WebGrants Correspondence detailing the delay. The RGO may contact the Project Director and/or Agency Authorized Official to schedule a review meeting.

IMPORTANT: DPS-OVC may terminate and/or reduce an award if the project is not operational within the timeframes noted above and/or the delay is not satisfactorily justified.

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), the Violence Against Women Act of 2013 (VAWA 2013), and the Violence Against Women Act of 2022 (VAWA 2022)
- **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) and the Violence Against Women Act of 2022 (VAWA 2022)
- **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>
- 2024-2025 Certified Assurances
- Any Subaward Specific Special Conditions

NOTE: Failure to adhere to the above may result a non-compliance.

UNDERSTAND YOUR AWARD

It is the responsibility of the Agency (Authorized Official, Project Director, and Fiscal Contact) to have a clear understanding and familiarity with the following:

- The 2024-2025 approved budget for the project
- The scope of the project as outlined in the subaward
- Any subaward specific Special Conditions
- Compliance requirements as outlined in this PowerPoint and the 2024-25 Certified Assurances

Resources are available on our website to assist you, visit the DPS-OVC website or contact your RGO:

- Helpful Tips for Navigating WebGrants
- Claims 101 (*currently under construction*)
- Subaward Adjustments 101 (*currently under construction*)
- Annual Report instructions, and more

WEBGRANTS USER MANAGEMENT

It is the Agency's responsibility to keep Registered Users up-to-date in WebGrants:

- Review agency's Registered Users periodically
 - Go to the Main Menu, select "My Profile"
 - Select agency name from Associated Organization
 - the agency's profile page opens
 - Scroll down to view the list of Registered Users
- Registered users no longer associated with the agency/organization **MUST BE removed promptly**
 - Notify your RGO immediately to remove a registered user, this is a security concern and requires prompt attention.

FUNDS DISTRIBUTION

All funds are distributed on a reimbursement basis only and are only distributed upon approval

- Services/activities/supplies/equipment/etc. must be paid for by the agency prior to requesting reimbursement
- Claims for Travel/Training expenses are strictly limited the costs identified in the approved budget
- Travel/Training claims CANNOT 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 AND FRINGE BENEFITS SUPPORTING DOCUMENTATION

**THE MOST COMMON ERRORS IN SUBMITTING CLAIMS ARE IN
PERSONNEL AND FRINGE BENEFITS CATEGORIES.**

**REVIEW OF CLAIMS IN THESE CATEGORIES ARE THE MOST TIME
CONSUMING AND ARE THE MOST LIKELY TO DELAY
REIMBURSEMENT.**

**READ THIS SECTION CAREFULLY,
MEET ALL THESE REQUIREMENTS &
AVOID UNNECESSARY DELAYS**

!!! IF IN DOUBT CONTACT YOUR RGO !!!

PERSONEL AND FRINGE BENEFITS SUPPORTING DOCUMENTATION

- Supporting documentation **MUST** be submitted for salary and benefit claims for reimbursement as follows:
 - 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 expenses

PERSONNEL

TIMESHEETS

- Detailed activities of grant funded employees **MUST** be **accurately 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 (including VOCA) should be recorded as “Non-Allowable” hours
- Time listed as “Other Allowable Hours” requires a **description of the time**

VAWA MATCH

LOCAL MATCH

- A minimum 25% match required 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 allowed as match
- Paid 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 done in the most practical and direct route, with strict adherence to the DPS Subrecipient Travel Guidelines and the approved project budget
- Costs should be reasonable, and prudence should be used when making any travel arrangements
 - “Non-traditional” lodging is not allowable; lodging requests must be for a traditional lodging (hotel)
- A certificate of attendance or other proof of the individual’s attendance must 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 in advance of traveling
- Miscellaneous training requests must be submitted to your RGO **at least 30 days prior to the training** for review
 - Include as much information about the training as possible to assist the RGO in determining allowability
 - Requested Subaward Adjustments must be officially approved prior to proceeding with any changes

TRAVEL/TRAINING

- State per diem guidelines must be followed, unless your agency policy is more restrictive
- Per diem associated with location must be utilized, see <https://acct.oa.mo.gov/state-employees/travel-portal/meals-per-diem> for State of Missouri rates.
- 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
- Meal/hotel expenses are only eligible if in a 12-hour travel status
- Meals provided at hotels/trainings are not reimbursable

SUPPLIES/OPERATIONS

- Printed/media material must be pre-approved and must acknowledge the funding source. Failure to request approval may result in non-compliance and/or denial of reimbursement
 - Reference the Certified Assurances for required language
- An “office supply list” is included in the corresponding Notice of Funding Opportunity
 - The list consists of generic items 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
- Adequate internal controls must 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-OVC, or other representatives from the government of the State of Missouri
 - Records must be maintained for 5 years
 - see **Audit Requirements and Retention Policies**
- 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

Share your success stories with your community
and with DPS-OVC!!!

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 An explanation of any \$0.00 claims must be included

FAILURE TO SUBMIT A MONTHLY CLAIM MAY RESULT IN NON-COMPLIANCE AND A HOLD FUNDS NOTICE MAY BE ISSUED TO THE AGENCY AUTHORIZED OFFICIAL

- 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 12/31/2025
- All funds must be expended no later than 02/05/2026
- **Final Claims** are due no later than **02/05/2026**

REMINDER: A CLAIM MUST BE SUBMITTED EVEN IF THERE IS \$0.00 CLAIMED. \$0.00 CLAIMS REQUIRE EXPLANATION.

CLAIMS

- Report only those expenses incurred during the reimbursement period: 01/01/2024-12/31/2025
- Include only those items approved in the project budget
- If you copy a Claim, ensure all **information is updated** appropriately (*copy with caution, errors happen here*)
 - includes general information, activity timesheets, pay dates, pay period dates, coverage dates, etc. on the Detail of Expenditures form, as well as attachments
- **REVIEW REVIEW REVIEW** the Claim before submitting!
 - Reimbursement total must equal the Detail of Expenditures total; if it does not, contact your RGO!

CLAIMS 101 WILL BE UNDER CONSTRUCTION SOON

**THE EXISTING CLAIMS 101 RESOURCE PROVIDED IN THE
PRESENTATION IS ONLY APPLICABLE TO THE CURRENT
WEBGRANTS SYSTEM (01/2024)**

**SOME OF THE CONTENT OF CLAIMS 101 IS EXPECTED TO
CHANGE WITH THE SCHEDULED WEBGRANTS CONVERSION.**

**ALL SUBRECIPIENTS WILL BE NOTIFIED OF THE UPDATED
CLAIMS 101 RESOURCE (02/2024)**

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

WC & UE rates

Insurance premium invoice

Mileage Logs

Conference registration receipts

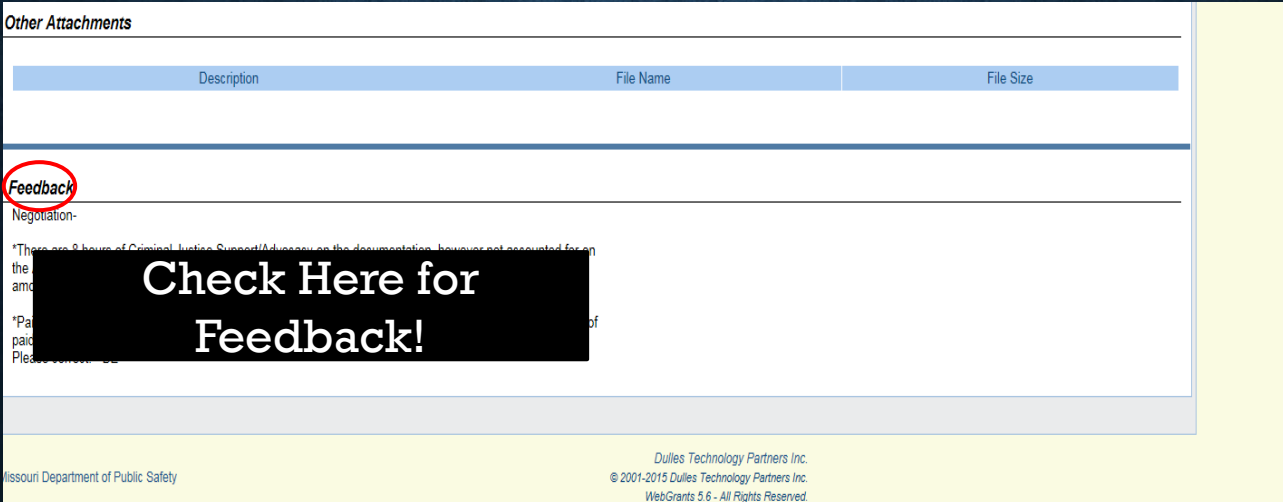
Phone bills

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-

*These are 8 hours of Criminal Justice Support! All answers on the documentation, however not accounted for on the amount of the claim.

*Please provide a copy of the documentation of the claim.

Please contact us at [redacted]

Check Here for Feedback!

Missouri Department of Public Safety

Dulles Technology Partners Inc.
© 2001-2015 Dulles Technology Partners Inc.
WebGrants 5.6 - All Rights Reserved.

CLAIMS 101

Timely Reporting

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

CLAIMS 101

Late Claims

- Claims for Reimbursement (including all supporting documentation) must be submitted by the 5th of 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 even when the claim is for \$0.00**
- 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
 - Federal expenses being moved to match to meet requirement

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-OVC

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
 - Must be submitted if the agency is requesting to move funds into Personnel and/or Fringe Benefits or moving more than 10% of the award
- 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 RGO if you are unsure whether a subaward adjustment is required

SUBAWARD ADJUSTMENTS

**IF FOR ANY REASON, AT ANYTIME THERE ARE CONCERNS
ABOUT THE OVERALL HEALTH OF THE PROJECT PLEASE:**

Contact your RGO ASAP

Be prepared to describe and detail the concerns

**THE GRANT TEAM IS AVAILABLE TO ASSIST AND EXPLORE
STRATEGIES WITH SUBRECIPIENTS**

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 documentation**
- Changes in grant funded staff (unless the budget is impacted)
- Informal moves of <10%
(excluding moving \$ into Personnel/Benefits)

ANNUAL STATUS REPORTS

- Required Reports
 - Report 1: Due January 30, 2025
 - for the period of **01/01/24-12/31/24**
 - Report 2: Due January 30, 2026
 - for the period of **01/01/25-12/31/25**
- 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 and consideration of eligibility to apply for new funding opportunities

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 physical location of the agency 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 OVC

MONITORING NOTICE

On-Site Monitoring

- Subrecipients 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

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

MONITORING COMPONENTS

NOTIFICATON 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.

Questions?



COMPLIANCE WEBINAR FAQ'S

Questions asked at previous Compliance Webinars:

- **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 need to be corrected and resubmitted - are they processed immediately, or processed 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 completed 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.

COMPLIANCE WEBINAR FAQ'S

- **What is the minimum age for primary victims that can be served?**
 - SASP must serve all ages; STOP VAWA the minimum age is 11
- **What is the date 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.
- **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 2025.
- **What is considered “non-traditional” lodging?**
 - Private rental properties are considered non-traditional lodging.

COMPLIANCE WEBINAR FAQ'S

- **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!
- **Regarding insurance invoices, can non-grant funded individuals on the form can be blacked out for confidentiality purposes?**
 - Yes. We need the dates of coverage, the name of the grant funded employee, and the premium amount. Everything else *should be redacted!*

THANK YOU!

We look forward to working with you and
wish each of success as you continue to serve
Missouri victims of crime!