



2016 -2017 SSVF COMPLIANCE SEMINAR

July 17, 2015

OUTLINE

- Program Staff Introduction
- 2016 -2017 Award Amount
- Overview of Grant Compliance
- Revisions
- Monitoring
- Reporting



INTRODUCTIONS

- Tyler Rieke, Program Manager
- Tina Utley, Program Specialist
- Jake Garrison, Program Specialist
- Kristina Kirchhoff, Program Representative
- Michelle Parks, Program Representative
- Beth Evers, Program Representative
- Jenna Ridge, Program Representative
- Virginia Mohammed, Program Representative
- Kris Waterman, Program Representative
- Tiffany Schulte, Office Support



2016-2017 SSVF AWARD AMOUNT

- Approximately \$9.8 million in requests
- Awarded approximately \$6.9 million for the two year contract period



AWARD DOCUMENTS

- Contracts are currently being approved by DPS
- Once approved, contracts will be uploaded under the “Award Documents-Final” component
 - An alert should generate to the Project Contact Person



2016- 2017 SSVF CONTRACT PERIOD

- July 1, 2015 through June 30, 2017
- Projects not underway within 60 days of award **must notify** DPS in writing, explaining the delay
- Projects not underway within 90 days...your contract may be terminated



FINANCIAL REQUIREMENTS

- Accurate financial records must be maintained
- Record retention
 - Records must be retained for a minimum of 5 years from date of last audit **or** resolution of audit findings
- Audit requirements
 - Greater than \$250,000 in State funds received during the fiscal year
 - State funding based on organization, not SSVF budget



OBLIGATION OF FUNDS

- Reimbursement basis only
 - Services must be provided and paid **prior** to receiving reimbursement
- Purchase Orders
 - Funds are considered obligated if a purchase order is issued
- Travel expenses may not be claimed until **after** the travel has taken place



ELIGIBILITY

- Crime must have been committed in Missouri, or the victim is a resident of Missouri
- Must have involved the threat or use of force/violence in its commission
- No charge for services provided
- Sub-grantees encouraged to assist victims with Crime Victims Compensation application
- Promote coordinated community effort
- Maintain confidentiality



ALLOWABLE COSTS

○ Personnel

- Only direct services to victims of crime are eligible for reimbursement
- Detailed activities of grant funded employees must be tracked and reported
- 100% of time must be reported, regardless of percentage actually claimed
- **NEW** - Overtime costs are now being allowed
 - Overtime must be direct service related
 - Overtime costs incurred for administrative duties, or other ineligible activities may not be claimed
 - **As always, bonuses are not allowable through SSVF**



ALLOWABLE COSTS

- What are direct services?
 - Some examples of direct services are:
 - Victim advocacy
 - Court accompaniment
 - Counseling services for victims
 - Aassisting victims with Crime Victim Compensation application/process
- Investigation, prosecution, prevention and awareness activities are **not** eligible through SSVF.



ALLOWABLE COSTS

○ Travel

- Miscellaneous training must be pre-approved
 - Approval requests must be submitted to your Regional Representative through WebGrants Correspondence **at least** 30 days in advance
 - Include any documentation, such as an agenda, description of sessions offered, etc
 - Even if you are not requesting expenses related to the training, the time must be pre-approved if it is going to be claimed through the contract
- State per diem guidelines must be followed, unless the applicant agency's policy is more restrictive
 - Please read & familiarize yourself with the DPS Sub-Recipient Travel Policy, which is available on our website.

<http://www.dps.mo.gov/dir/programs/cvsu>



ALLOWABLE COSTS

○ Printing/Media

- Must acknowledge Funding Source
- Language may be found in DPS/CVSU Financial and Administrative Guidelines

○ Contractual Expenses

- Copy of current contract must be uploaded to WebGrants system before these costs can be reimbursed
- Fee's for services cannot exceed \$56.25/hr and \$450/day



CORRESPONDENCE

- Grant communication must be sent through the Correspondence component of your grant within the WebGrants system
- If your contract is not currently “Underway” you will either need to wait until the status changes, or you may email your regional representative with any questions or issues
- Do not click “Reply” to the **e-mail alert** you receive from WebGrants
 - Open the message within WebGrants and use the Reply feature in the system.
- **Please include your NAME and AGENCY...we like to know who we are communicating with!**



CLAIMS 101

- All Claims will be submitted online through the WebGrants System
- The Claim lists your approved grant budget
- Claims must be submitted via Webgrants by 11:59 pm by the **5th of each month**
 - If the 5th falls on a weekend or holiday, claims are due the next business day



CLAIMS 101

- Report only those expenses incurred during the reimbursement period
- Include only those items which are approved in your SSVF contract budget
 - When providing descriptions, be brief yet include relevant details
 - ACTUAL gross salary for personnel, regardless of time spent on grant activities must be provided
 - Gross salary does not include bonuses, gifts, etc., but may include eligible overtime
 - Mileage requests must include number of miles and rate



CLAIMS 101

- Why is my payment less than I requested?
 - Mathematical Errors
 - Ineligible/Unallowable Expenses
 - Expenses not shown on detail sheet
 - We could not determine actual costs
 - Monitoring Findings



CLAIMS 101

Other Attachments

| Description | File Name | File Size |
|-------------|-----------|-----------|
|-------------|-----------|-----------|

Feedback

Negotiation-

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Check Here for Feedback!



NEW - CLAIMS 101

REFER TO YOUR AGENCY'S CERTIFIED ASSURANCES

- **Claims that are Late:**

- Sub-recipients assure the Claim for Reimbursement, Detail of Expenditures, and supporting documentation will be submitted by the 5th of each month. If specified due date falls on a weekend or holiday, the Claims must be received by the first working day after the weekend or holiday. Claims submitted after the deadline will not be processed until the following month. Claims are due each month whether or not the sub-recipient expended any grant or local match funds.
- Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the Award of Contract and may result in the delay of reimbursement and/or termination of the contract.



NEW - CLAIMS 101

REFER TO YOUR AGENCY'S CERTIFIED ASSURANCES

- **Timely Reporting:**

- Sub-recipients assure that expenses will be submitted within 60 days from the time the expense is incurred. DPS-CVSU reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.

- **Claims with Errors:**

- Sub-recipients assure that accurate claims will be submitted. If a claim is submitted with errors, the Claim may be negotiated for corrections. If the errors are not corrected after two (2) negotiations, the Claims may be withdrawn and not paid. If a Claim is withdrawn due to errors, a correspondence will be sent to the Executive Director and Board President.



CONTRACT ADJUSTMENTS

○ Budget Revisions

- 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
- Budget Revisions are **NOT** retroactive

○ Changes of Information

- Must be submitted through WebGrants Correspondence and may include:
 - Change of address
 - Change in Authorized Official, Project Director, etc.
 - Changes in grant staff



2016 CERTIFIED ASSURANCES

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




2016 CERTIFIED ASSURANCES CONT.

3. Non-Supplanting: The Sub-recipient assures that state funds made available under this contract will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.

4. Change in Personnel: The Sub-recipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence of personnel as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact with the *Change of Information* form attached.

5. Contract Adjustments: The Sub-recipient understands that any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Sub-recipient but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested as a Contract Adjustment via WebGrants.



2016 CERTIFIED ASSURANCES CONT.

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



2016 CERTIFIED ASSURANCES CONT.

7. Criminal Activity: The Sub-recipient assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

The Sub-recipient shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contract, and/or other remedy by law. The Sub-recipient must promptly refer to the Missouri Department of Public Safety any credible evidence that a principal, employee, agent, contractor, sub-contractor, or other person has either:



2016 CERTIFIED ASSURANCES CONT.

Criminal Activity (contd)

- 1) Submitted a false claim for grant funds under the False Claims Act or
 - 2) Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds
- For Sub-recipients of state grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS by mail at following address:

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

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



2016 CERTIFIED ASSURANCES CONT.

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

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

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




2016 CERTIFIED ASSURANCES CONT.

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

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

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



2016 CERTIFIED ASSURANCES CONT.

11. Relationship: The Sub-recipient agrees that they will represent themselves to be an independent Sub-recipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety or the Office of the Director. This provision is not applicable to the Missouri Department of Public Safety or any of its divisions or programs. The Sub-recipient shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.

12. Texting While Driving: Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Missouri Department of Public Safety encourages the Sub-recipient to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

13. Drug-Free Workplace Act of 1988: The Sub-recipient assures that it will comply, and all its subcontractors will comply, with the Drug-Free Workplace Act of 1988. The Law further requires that all individual contractors and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.



2016 CERTIFIED ASSURANCES CONT.

○ Civil Rights:

1. Enforcing Civil Rights Laws: The Sub-recipient acknowledges that all recipients of Federal financial assistance, regardless of the particular source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the Office for Civil Rights (OCR) investigates sub-recipients that are the subject of discrimination complaints from both individuals and groups.

2. Discrimination: The Sub-recipient acknowledges that federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.



2016 CERTIFIED ASSURANCES CONT.

Civil Rights (contd.)

3. **Limited English Proficiency (LEP):** The Sub-recipient assures that, in accordance with the *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against national Origin Discrimination Affecting Limited English Persons*, 67 Fed. Reg. 41455 (June 18, 2012) as it pertains to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency (LEP). “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents. For more information, visit <http://www.lep.gov>.

4. **Finding of Discrimination:** The Sub-recipient assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the Sub-recipient will forward a copy of the court judgment to the Missouri Department of Public Safety within 30 days of the court judgment date.



2016 CERTIFIED ASSURANCES CONT.

Civil Rights (contd.)

5. Unlawful Employment Practices: The Sub-recipient assures compliance with Section 213.055 RSMo in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.

6. Discrimination in Public Accommodations: The Sub-recipient assures compliance with Section 213.065 RSMo in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.



2016 CERTIFIED ASSURANCES CONT.

- **Financial:**

1. **Fund Availability:** The Sub-recipient understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

2. **Release of Funds:** No funds will be disbursed under this contract until such time as all required documents are signed by the Authorized Official and Project Director and returned to the Missouri Department of Public Safety, Office of the Director for final review and signature by the Director or his/her designee.

3. **Financial Guide:** The Sub-recipient agrees to comply with the financial and administrative requirements set forth in the current Missouri Department of Public Safety Financial and Administrative Guide.



2016 CERTIFIED ASSURANCES CONT.

○ Financial (contd.)

4. Allowable Costs: The Sub-recipient understands that only allowable and approved contract expenditures will be reimbursed under this contract. These monies may not be utilized to pay debts incurred by other activities. The Sub-recipient agrees to obligate funds no later than the last day of the contract period. Any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety.

5. Financial Reporting Requirements: The Sub-recipient agrees to complete and submit any financial reports required for this program as outlined in the SSVF Solicitation. Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the contract.

6. Project Income: The Sub-recipient agrees to account for project income generated by the activities of this contract, and shall report receipts and expenditures of this income on the monthly Claim report. The Sub-recipient understands that all project income generated as a result of this contract shall be expended during the life of the contract.



2016 CERTIFIED ASSURANCES CONT.

○ Financial (contd.)

7. Procurement: The Sub-recipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Sub-recipient assures that all procurement transactions will meet the minimum standards set forth in the *DPS & CVSU Financial and Administrative Guidelines* and identified here:

- A. All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
- B. Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
- C. Purchases estimated to total between \$3,000 but less than \$24,999 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
- D. Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
- E. Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
- F. Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.

2016 CERTIFIED ASSURANCES CONT.

- **Financial (contd.)**

8. **Buy American:** The Sub-recipient acknowledges Sections 34.350-34.359 RSMo regarding the Domestic Product Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods manufactured or produced in the United States, unless exceptions to the Buy American mandate in Section 34.353 RSMo are met.

9. **Buy Missouri:** The Sub-recipient also acknowledges Sections 34.070 and 34.073 RSMo regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.

10. **Debarment:** The Sub-recipient acknowledges 1 CSR 40-1.060 relating in part to the restriction of not entering into a contract with a suspended or debarred vendor as established by the State or Federal Government. The State does not consider bids submitted by a suspended or debarred vendor. Therefore, because SSVF grant monies are state funds, local units shall adhere to a similar practice. The complete list of suspended or debarred vendors, as set by the State of Missouri, Office of Administration, Division of Purchasing and Materials Management can be found at

<http://content.oa.mo.gov/sites/default/files/suspven.pdf>




2016 CERTIFIED ASSURANCES CONT.

○ Financial (contd.)

11. **Audit:** An audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from State Government or state funds passed through state agencies), of \$250,000 or more is expended by the applicant agency. If an audit is required, the Sub-recipient assures that such audit will be submitted to the Missouri Department of Public Safety, Office of the Director.

12. **Termination of Award:** The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Sub-recipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Sub-recipient under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.

In the event that the Missouri Department of Public Safety determines that a Sub-recipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state requirements governing these funds, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.



2016 CERTIFIED ASSURANCES CONT.

- **Financial (contd.)**

13. **Enforceability:** If a Sub-recipient fails to comply with all applicable state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.



2016 CERTIFIED ASSURANCES CONT.

- **Programmatic (contd):**

1. Services to Victims of Domestic and/or Sexual Violence and their children: The Sub-recipient, if providing services to victims of domestic and/or sexual violence and their children through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs, as they relate to the provision of services required herein.

2. Services to All Other Victims of Crime: The Sub-recipient, if not primarily providing services to victims of domestic and/or sexual violence through this contract, shall comply with the program standards and guidelines set forth by the Missouri Department of Public Safety Crime Victim Services Unit Program Standards and Guidelines, as they relate to the provision of services required herein.




2016 CERTIFIED ASSURANCES CONT.

- **Programmatic (contd):**

3. Coordination of activities: The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.

4. Data Collection: The Sub-recipient assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues

5. Access to Records: The Sub-recipient authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the SSVF grant.



2016 CERTIFIED ASSURANCES CONT.

- **Programmatic (contd):**

6. Confidentiality of Research Information: The Sub-recipient assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with SSVF. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.

7. Printed Materials: All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: **“This project was supported by funding made available through the Fund administered by the Missouri Department of Public Safety, Office of the Director.”** The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Missouri Department of Public Safety, Office of the Director.

8. Client-Counselor Confidentiality: The Sub-recipient assures that they will maintain confidentiality of client-counselor information as required by state and federal law.



2016 CERTIFIED ASSURANCES CONT.

○ Programmatic (contd):

9. Code of Professional Ethics: The Sub-recipient shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Sub-recipients.

10. Victims' Rights Compliance: The Sub-recipient assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo.** (These eligible direct victim services do not include general witness assistance)

11. Criminal or Civil Filings: The Sub-recipient assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order or witness subpoena, whether issued inside or outside this state.



2016 CERTIFIED ASSURANCES CONT.

- **Programmatic (contd):**

12. Forensic Medical Exams: To the extent funds are not available from other sources, the state, must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, territory, Indian tribal government, unit of local government, or another governmental entity shall require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

13. Polygraph/Voice Stress Analysis: No prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim of sexual assault under section 566.040 or forcible rape under section 566.030 to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.



2016 CERTIFIED ASSURANCES CONT.

○ Programmatic (contd):

14. Court Records: After August 28, 2007, any information contained in any court , whether written or published on the Internet, that could be used to identify or locate any victim of sexual assault, domestic assault, stalking, or forcible rape shall be closed and redacted from such record prior to disclosure to the public. Identifying information shall include the name, home or temporary address, telephone number, social security number or physical characteristics.

15. Consultation with Victim Services: Prosecution, law enforcement and court based applicants must consult with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

16. Nondisclosure of confidential or Private Information: Sub-recipients may not disclose personally identifying information about victims served with SSVF funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for any SSVF grant program or another Federal agency, state, tribal, or a territorial grant program. This provision also limits disclosures by SSVF Sub-recipients to other federal grantees, including disclosures to statewide or regional databases.



2016 CERTIFIED ASSURANCES CONT.

- **Programmatic (contd):**

17. Historic Preservation Act: Sub-recipients must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.

18. Time Records Requirement: The applicant assures that, **all** project personnel funded through the CVSU grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS upon request.

19. Claims that are Late: Sub-recipients assure the Claim for Reimbursement, Detail of Expenditures, and supporting documentation will be submitted by the 5th of each month. If specified due date falls on a weekend or holiday, the Claim must be received by the first working day after the weekend or holiday. Claims submitted after deadline will not be processed until the following month. Claims are due each month whether or not the sub-recipient expended any grant or local match funds.

Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the Award of Contract and may result in the delay of reimbursement and/or termination of the contract.

2016 CERTIFIED ASSURANCES CONT.

- **Programmatic (contd):**

20. Timely Reporting: Sub-recipients assure that expenses will be submitted within 60 days from the time the expense was incurred. DPS-CVSU reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.

21. Claims with Errors: Sub-recipients assure that accurate claims will be submitted. If a Claim is submitted with errors, the Claim may be negotiated for corrections. If the errors are not corrected after two (2) negotiations, the Claim may be withdrawn and not paid. If a Claim is withdrawn due to errors, a correspondence will be sent to the Executive Director and Board President.

22. Annual Performance Report: The Sub-recipient agrees to provide information on the activities supported and an assessment of the effects that the SSVF victim assistance funds have had on services to crime victims for a one year period. That period will either run October 1 through September 30, July 1 through June 30 or January 1 through December 31. This information will be submitted annually on the DPS “SSVF Annual Performance Report” no later than 15 days following the end date of the reporting period each year.

MONITORING

○ On-Site

- Contacted by DPS to set up an appointment
- Confirmation letter of date/time sent
- Site Visit Status Report must be completed prior to visit
- Please have requested information and/or documentation pulled and ready

○ Desk-top

- Contacted by DPS
- Site Visit Status Report must be completed
- Info and required documentation needs to be sent to DPS for review



MONITORING

- Purpose of Monitoring
 - Provide technical assistance
 - Ensure compliance with State guidelines
 - Provide programmatic assistance

This is your opportunity to ask questions, show off your facilities, and seek guidance.



MONITORING

- What if Compliance Issues are found?
 - Notification – agency will receive notification through the WebGrants system of the results of their monitoring visit
 - A Corrective Action Plan will be assigned, if necessary, and will outline any corrections/concerns that need to be addressed and or explained.



REPORTING REQUIREMENTS

- SSVF Annual Performance Report
 - Due July 15, 2016 and July 14, 2017
 - Numeric and anecdotal data
 - Report of Success
 - Late reports will result in suspension of reimbursement or contract
 - **Start tracking NOW!**
 - Trust us, it will make things easier in the long run!



QUESTIONS?



Your Regional Representative is there to help!
Please contact us by phone or by
WebGrants Correspondence.
We will be happy to assist you with any questions.



REQUIRED!

BEFORE YOU GO...



Check the chat box now
for a link to a quick survey!

As always...

THANK YOU for your service to
Missouri crime victims!

