

# 2016 STATE SERVICES TO VICTIMS FUND

Pre-Bid Solicitation  
January 09, 2015



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# What is SSVF?

- The **State Services to Victims Fund (SSVF)** consists of money collected from court fees pursuant to section 595.045, RSMo.
- Upon appropriation, this money shall be used solely for the administration of contracts for services to victims of crime.

# Primary Purpose of SSVF

- Provide direct services to victims of crime
- Assist victims of crime as soon as possible
- Provide on-going support to the victim

# Services to Victims of Crime Are:

## ◎ Those efforts that:

- Provide a response to the emotional and physical needs of crime victims
- Assist primary and secondary victims of crime to stabilize their lives after a victimization
- Assist victims to understand and participate in the criminal justice system
- Provide victims of crime with a measure of safety

# Who is Eligible?

- ◎ Public and Nonprofit agencies
  - Nonprofit agencies must have 501(c)(3) status as designated by the IRS
  - Applicants cannot use SSVF funds to supplant existing funds
- ◎ Funds are intended to start new programs or expand/enhance existing programs

# Eligibility-Statutory Requirements

- Crime must have been committed in Missouri *or* the crime victim must be a resident of Missouri
- Crime must have involved the threat or the use of force or violence
- Crime must have been reported to appropriate law enforcement within 48 hours

# Eligibility-Statutory Requirements

- No charge for services provided
- Applicant agencies must promote coordinated efforts to aid crime victims within the community
- Agencies are encouraged to assist crime victims in seeking available crime victim compensation benefits



# Eligibility-Statutory Requirements

- ⦿ Agencies must comply with state criteria
- ⦿ Maintain confidentiality of client-counselor information as required by law

# Allowable Services Are:

- Immediate response to the urgent emotional and/or physical needs of crime victims
- Assisting victims of crime in understanding the dynamics of victimization and in stabilizing their lives

# Allowable Services Are:

- ⦿ Services directed to the needs of the victims within the criminal justice system or process.
- ⦿ Services which offer an immediate measure of safety to crime victims
- ⦿ Services which assist crime victims with managing practical problems created by the victimization

# MCADSV Service Standards:

- If SSVF funding is primarily used to provide services to victims of domestic and/or sexual violence and their children, service definitions set forth in the MCADSV Service Standards & Guidelines for Domestic Violence and/or Sexual Violence Programs must be followed

# MCADSV Service Standards

- ◎ If language in the SSVF application conflicts with the MCADSV Service Standards & Guidelines, the SSVF application/guidelines must be followed.
- For instance – the MCADSV standards for Court Advocacy advise that a DV program providing court advocacy should develop and/or participate in a coordinated community response effort.

# MCADSV Service Standards

- Participation in coordinated community response efforts are not allowable activities through SSVF;
  - Therefore, the SSVF guidelines would override that particular section of the Court Advocacy Standard.

# MoCVSU Service Standards

- **All other agencies** (those **not** primarily serving victims of domestic and/or sexual violence) will be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (CVSU) Program Standards and Guidelines

# Service Standards and Guidelines

- ◎ Agencies must explain **how** services are provided in compliance with either the MCADSV Service Standards & Guidelines **or** the MoCVSU Program Standards & Guidelines
  - Simply stating the agency “is in compliance” does not constitute sufficient explanation
- ◎ Standards & Guidelines can be downloaded from our website; links are provided along with the 2016 SSVF Solicitation Packet



# Code of Ethics

- MoCVSU has adopted a code of ethics that **all** agencies must comply with
  - By signing the Certified Assurances, agencies agree to abide by this code of ethics
  - The Code of Ethics can also be downloaded from our website

# Allowable Activities, Services, and Costs

- Personnel
- Travel
- Equipment necessary to the provision of services for this grant

# Allowable Activities, Services, and Costs

- Supplies/Operating expenses necessary to the provision of services
- Contractual expenses
- Audit Cost

# Unallowable Activities, Services, and Costs

- ⦿ Lobbying Activities
- ⦿ General criminal justice agency improvements
- ⦿ Witness management
- ⦿ Management training

# Unallowable Activities, Services, and Costs

- ④ Crime prevention and/or community education programs
- ④ Services to perpetrators or offenders
- ④ Needs assessments
- ④ Criminal justice activities

# Unallowable Activities, Services, and Costs

- Fundraising activities
- Nursing home care
- Administrative staff expenses
- Administrative duties - Unless, and to the extent that, these expenses are incurred while providing direct services to crime victims, or processing paperwork
- Employee bonuses

# Unallowable Activities, Services, and Costs

- ⦿ Construction costs
- ⦿ Real estate costs
- ⦿ Indirect organizational costs
- ⦿ Large items of equipment
- ⦿ Real Property Acquisition

# Unallowable Activities, Services, and Costs

- ⦿ Vehicles
- ⦿ Relocation costs
- ⦿ Professional dues, subscriptions, and/or memberships
- ⦿ Property loss
- ⦿ Bonuses or commissions



# Contract Period and Anticipated Funding Available

- Contract period for approved projects is 24 months:
  - July 1, 2015 to June 30, 2017
- **2015-2017 - Approx. \$6.2 Million will be available to award over the 2-year period**
- **2013-2015 - Awarded Approx \$6.2 Million**

# Application Process and Review

- ◎ This is a competitive bid with preference given to projects for underserved victims
- ◎ Review panel
  - Various individuals from the Department of Public Safety
  - Individuals from outside the Department who do not have a personal financial interest in this program
  - The review panels change for each grant process and from grant cycle to grant cycle

# The Solicitation Packet

- ⦿ Program Description and Guidelines
- ⦿ Grant Application Instructions

# GRANT APPLICATION INSTRUCTIONS

Missouri Department of Public Safety  
WebGrants System

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

# Required Information for WebGrants

- Acquire a DUNS (Data Universal Numbering System) Number
  - [www.dunandbradstreet.com](http://www.dunandbradstreet.com)
  - 1-866-705-5711
- Acquire or Renew Registration with the **System for Award Management (SAM)** – **Formerly known as CCR (Central Contractor Registration) Database**
  - [www.sam.gov](http://www.sam.gov)

# Registering with WebGrants

- ◎ Register as a User in WebGrants
  - <https://dpsgrants.dps.mo.gov>
  - Applicants must register no later than 11:59 p.m. on Monday, January 26, 2015
- ◎ Each applicant agency should designate one individual for the purposes of registering and assigning new registrants

# The Application

- ⦿ Comprised of 20 “forms”
- ⦿ Each form gives detailed instructions of what information is necessary

# General Information Form

- ⦿ Provides general information about the agency/project:
  - System ID
  - Project Title
  - Primary Contact
  - Organization



# Contact Information Form

- ⦿ Lists the individuals who are responsible for the agency/project:
  - Authorized Official
  - Project Director
  - Fiscal Officer
  - Project Contact Person
  - Non-Profit Chairperson (if applicable)

# Contact Information Form

	City Government	County Government	Nonprofit Agency	Law Enforcement Agency
Authorized Official	Mayor or City Administrator	County Commissioner / Administrator	Board President/Chair or person able to enter agency into a contract	City Mayor or Administrator/ County Commissioner
Project Director	Person overseeing project	Person overseeing project	Person overseeing project	Police Chief/Sheriff
Fiscal Officer	City Treasurer or Comptroller	County Treasurer or Comptroller	Board Treasurer / CFO	City/County Treasurer or Comptroller

# Project Summary Form

- Provides further general information about the agency and project:
  - Application Type
  - Current Contract Number(s)
  - Brief Summary
  - etc.

# History of the Agency Form

- Provides a brief history of the agency and the types of victim services provided

# Statement of the Problem Form

- ② Defines the problem which the project will attempt to impact
- ② Presents quantitative evidence to demonstrate the problem
  - Crime statistics
  - Population information
  - Etc.

# Type of Program Form

- Addresses the Services that this project will provide
- Addresses how the agency is in compliance with MCADSV or MoCVSU Service Standards

# Proposed Service Area Form

- States the geographic area to be served by the project

# Coordination of Services Form

- Outlines how your agency will coordinate with other agencies (e.g., law enforcement, service providers, prosecution, etc.) in your community



# Victims' Compensation Assistance Form

- Describes how your agency provides information and assistance with CVC funds
- Please be aware that you should now be using your Agency Code on the CVC Application

# Number of Victims to be Served Form

- Indicates the anticipated number of victims to be served by the project and provides the basis for such estimate

# Goals and Measurable Objectives Form

- The Goals and Objectives will be provided to you within the WebGrants System.
- All Agencies must have at least five (5) objectives.

# Evaluation Procedure Form

- Describes the process used to determine the success of your project.
- Should tie back to Goals and Objectives.

# Report of Success Form

- Must restate the Goals and Objectives of the current contract and gives quantitative results to-date.

# Budget Form

- ⦿ Configures funding amounts for budget categories
- ⦿ Each category assigned a section for justification

# Budget Form (cont'd)

## ◎ Personnel

- Minimum 10% time on grant can be requested
- Salary is configured based on pay period (not monthly salary)
- If an increase is planned to occur, different salary rates should be separated by line
- Fringes must be line itemized and prorated according to percentage time on grant
- Address Supplanting - **Applies** to non-profit agencies as well as government agencies.

# Budget Form (cont'd)

## ◎ Travel

- Maximum mileage allowance is .37¢/mile **or** the applicant agency rate, whichever is less
- Submit agency travel policy, including agency reimbursement rate, with application (under “Required Attachments” form)



# Budget Form (cont'd)

## ◎ Travel (cont'd)

- Meals and lodging: Per diem rates should be used to estimate costs
- <http://oa.mo.gov/acct/MealPerDiemJan2011.htm>
- Conference registration is now under Travel
- Address Supplanting - **Applies** to non-profit agencies as well as government agencies

# Budget Form (cont'd)

## ⦿ Equipment

- Must be reasonable and necessary to providing direct services to victims of crime
- If used for purposes other than SSVF, the costs must be prorated
  - Prorate costs based on the proposed SSVF budget or the % of time the employee using the equipment will be funded through the grant
- Receipts will be necessary for reimbursement
- Address Supplanting – **Applies** to non-profit agencies as well as government agencies

# Budget Form (cont'd)

## ◎ Supplies/Operations

- Utilities (e.g., rent, telephone, internet, etc.) must be prorated based upon the SSVF budget
- Office Supplies:
  - Anything provided in the Office Supply list (Application Packet) can be shown as one line item and generically labeled “office supplies”
  - Anything not provided in this list must be a separate line item

# Budget Form (cont'd)

## ⦿ Supplies/Operations (cont'd)

- Requested printed items must be pre-approved by our office
- Address Supplanting – **Applies** to non-profit agencies as well as government agencies

# Budget Form (cont'd)

## ⦿ Contractual

- Agency must submit a written contract between your agency and the individual/company you are contracting with
  - Must outline the services to be provided
  - Time frame services will be provided
  - The cost associated with providing the services
  - If a contract is not yet in place, submit a draft copy of the contract for consideration
  - If approved, agency will be required to submit a final signed contract
  - Hourly rate cannot exceed \$56.25
  - Address Supplanting – **Applies** to non-profit agencies as well as government agencies

# Cost Assumption Form

- Describes how the agency would carry on the project if SSVF funds were no longer available.

# SSVF Data Form

- Prorates the SSVF funds requested by the types of victims to be served
- Provides total number of victims to be served by this project

# Other Funding Sources Form

- Details other funding sources used for the proposed project
  - Example:** Jane Smith is requested at 50% through SSVF; identify the source(s) of the remaining 50% of her salary.
    - 50% of Jane's salary is funded through donations and DHSS.



# Audit Requirements Form

- Addresses federal and state funding received by the agency
- Audit is required to be submitted when over \$250,000 in State funds are expended during the agency fiscal year (from any State source)

# Required Attachments Form

## ◎ Required

- Agency Organization Chart
- Profit/Loss Statement
- Agency Budget (current AND past) – **(Itemized)**
- Letters of Collaboration (at least 3)

## ◎ Required, if Applicable

- Job Descriptions for individuals involved with grant
- Pay Stubs
- Copy of Contractual Agreement / Rental Agreement
- Agency Procurement Policy
- Agency Mileage Reimbursement Policy
- Board of Directors List
- 501(c)3 Status Letter
- Current Form 990

# Other Attachments Form

- ◎ Optional, may include:
  - Copy of client survey
  - Redacted client feedback letter
  - Etc.

# Application Certified Assurances Form

- **Laws, Orders, Circulars and Regulations:** The Subgrantee agrees to comply, and assure that all its subcontractors will comply, with the applicable Program Guidelines and Regulations; the Missouri Department of Public Safety SSVF Request for Proposal and Application Packet for the specified contract period; and all other applicable State laws, orders, circulars or regulations as they pertain to the use of SSVF funds.
- **Services to Battered Women and their Children:** The Subgrantee, if providing services to battered women 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, as they relate to the provision of services required herein.
- **Civil Rights information:** The Subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of recipients of assistance, where such information is voluntarily furnished by those receiving assistance.
- **Coordination of activities:** The Subgrantee shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director

# Application Certified Assurances Form

- **Non-Supplantation:** The Subgrantee assures that SSVF funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of these funds, be made available for the activities of this project (Supplanting does not apply to non-profit organizations).
- **Data Collection:** The Subgrantee 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.
- **Access to Records:** The Subgrantee authorizes the Missouri Department of Public Safety and its representatives, access to and the right to examine all records, books, paper or documents related to the SSVF grant.
- **Equal Employment Opportunity Program:** The Subgrantee assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file that meets the requirements therein.

# Application Certified Assurances Form

- **Faith-based Organizations:** Such organizations applying for and receiving these funds must ensure that services are offered to all crime victims without regard to religious affiliation, that these funds are not used for inherently religious activities – that these activities must be held separately from the grant funded activities and that the receipt of services is not contingent upon participation in a religious activity or event.
- **Fair Labor Standards Act:** All recipients of these funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
- **Client-Counselor Confidentiality:** The Subgrantee assures that they will maintain confidentiality of client-counselor information as required by state law.
- **Injury and Damage:** In the event of any injury or damage as a result of the Subgrantees performance under the contract, the Subgrantee agrees to save the Missouri Department of Public Safety and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify the Missouri Department of Public Safety and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Subgrantee also agrees to hold the Missouri Department of Public Safety and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subgrantee or other person employed by or under the supervision of the Subgrantee under the terms of the contract.

# Application Certified Assurances Form

- ① **Relationship:** The Subgrantee agrees that they will represent themselves to be an independent subgrantee 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. Therefore, the subgrantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.
- ② **Law Enforcement Certification:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
- ③ **Intoxication-Related Traffic Offenses:** If the Subgrantee is a law enforcement agency, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.
- ④ If the Subgrantee is a county prosecuting attorney or municipal prosecutor, the Subgrantee assures it is in full compliance with the provisions of Section 577.005, RSMo relating to the adoption of a written policy to forward charge information for all intoxication-related traffic offenses to the central repository as required by section 43.503, RSMo.

# Application Certified Assurances Form

- ① **Uniform Crime Reporting and Racial Profiling:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
- ① **Victims' Rights Compliance:** The Subgrantee 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).
- ① **Services to All Other Victims of Crime:** The Subgrantee, 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.



# Application Certified Assurances Form

- ⦿ **Criminal Activity:** The Subgrantee 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 Subgrantee 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 Subgrantee must promptly refer to the Department of Justice, Office of Inspector General and/or the Missouri DPS any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either:
  - **Submitted a false claim for grant funds under the False Claims Act or**
  - **Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds**
- ⦿ For recipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the OIG and DPS by mail at:

# Application Certified Assurances Form

Office of Inspector General  
Office of Justice Programs and Investigations Div.  
950 Pennsylvania Avenue, N.W., Room 4706  
Washington, D.C. 20530

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

- **For recipients of state grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS by mail at the above noted address.**
- The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

# Application Certified Assurances Form

- **Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
- **Fund Availability:** 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 laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

# Application Certified Assurances Form

- **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 Subgrantee. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
- In the event that the Missouri Department of Public Safety determines that a Subgrantee is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. If this occurs, the Subgrantee has the right to an appeal hearing. 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.

# Application Certified Assurances Form

- **Annual Performance Report:** The Subgrantee agrees to provide information on the activities supported and an assessment of the effects that the SSVF grant funds have had on services to crime victims for a one-year period July 1 through June 30. This information will be submitted annually on the DPS “SSVF Annual Performance Report” no later than July 15<sup>th</sup> of each year.

# Application Deadline

- Applications must be submitted no later than 11:59 p.m. on Friday, February 6, 2015.
- All information/documents must be submitted with the final application via WebGrants. Missing or late information/documents will not be accepted.

# Final Tips

- Contract period is now 2 years. You will need to request 24 months worth of funds. Keep this in mind when budgeting.
- Read screen instructions thoroughly on WebGrants.
- Ensure all necessary attachments are included.

# Final Tips

- Avoid submitting registration and application close to deadlines in the event technical problems arise.
- If unforeseen WebGrants technical issues arise, only then will a late application be considered. (Please see Application Packet for more detailed information.)



# Final Tips

## ◎ Remember important deadlines:

- WebGrants Registration: no later than 11:59 p.m. on January 26, 2015
- Applications submitted: no later than 11:59 p.m. on February 6, 2015

# Online Resources

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

- Pre-Bid Power Point Presentation
- 2016 Solicitation Packet
- Service Standards and Code of Ethics
- WebGrants Sub-grantee Manual
- Link to WebGrants Website

# Questions

