

Missouri Department of Public Safety
Crime Victim Services/Juvenile Justice Unit



STATE SERVICES TO VICTIMS FUND
COMPLIANCE WEBINAR
2021

CRIME VICTIM SERVICES / JUVENILE JUSTICE UNIT (CVS/JJU) STAFF

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REGIONAL REPRESENTATIVES

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

REGIONAL REPRESENTATIVES

- Use the Correspondence component to initiate or reply to a WebGrants Correspondence
 - Do NOT reply to the e-mail alert you receive from WebGrants
 - To CC: a recipient, an **e-mail address** is required
 - Per on-screen instructions, separate multiple e-mail addresses with a “ ; “
- Contact Information and personnel changes **MUST** be submitted to your program representative via WebGrants Correspondence
- Include your name, agency name, and phone number in your Correspondence

SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION

- SAM (formerly CCR/Cage Code) registration must be updated **yearly** by the agency
- **The agency's new expiration date must be sent to your regional representative via WebGrants Correspondence**
 - Agencies are no longer able to edit this information within WebGrants

FYI...UNIQUE ENTITY IDENTIFIER (UEI)

- Your DUNS number will eventually be replaced with a **Unique Entity Identifier (UEI)**
- Organizations already registered with the System for Award Management (SAM) should automatically be assigned a UEI
 - Will be displayed in SAM.gov
- Expect to use the UEI as you would your DUNS number
 - Continue to use your DUNS number until your organization is issued a UEI
 - A DUNS number is required for registration in WebGrants
 - DPS is currently working to update the WebGrants system to accept the new UEI

STATUS OF 2021 AWARDS

- If subaward documents have been received, they are in the process of being approved by DPS
 - Check General Information of your Grant Components to determine if received by DPS
 - Subaward Dates: Subaward Received
- Once moved to “Underway”, subaward documents can be found in the Grant Components section under “Subaward Documents – Final”
 - Please download and print a copy of these documents for your records

PERFORMANCE PERIOD

January 1, 2021 through December 31, 2021

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

GENERAL INFORMATION

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

- **2021 SSVF Certified Assurances**
- **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>

GENERAL INFORMATION

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

- **The agency's 2021 SSVF approved budget and project scope, as outlined in the subaward**
- **Any subaward specific Special Conditions**
- **Compliance requirements as outlined in this PowerPoint and the 2021 SSVF Certified Assurances**

Resources are also available on our SSVF webpage to assist you:

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

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
- Subrecipients are encouraged to assist victims with Crime Victims Compensation application
- Promote coordinated community effort
- Maintain confidentiality

OBLIGATION OF FUNDS

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

PERSONNEL

- Only direct services provided to victims of crime are eligible for reimbursement
- Supporting documentation **MUST** be submitted for salary and benefit requests
 - Payroll records, paystubs, invoices, timesheets, etc.
 - Rates for Worker's Comp, Unemployment Comp, etc. must be clearly identified (if applicable)
 - Proof of payment must be provided for fringe benefits
- Supporting documentation must account for all time, regardless of percentage being claimed

PERSONNEL

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

ALLOWABLE ACTIVITIES

- What are direct services?
 - Some examples of direct services are:
 - Victim advocacy
 - Court accompaniment
 - Counseling services for victims
 - Emergency Services
 - Assisting victims with Crime Victim Compensation application/process
- Investigation, prosecution, prevention, and awareness activities are **NOT** allowable through SSVF

TRAVEL

- Funds will not be reimbursed prior to actual travel
- Travel must be by the most practical & direct route, with strict adherence to the DPS Subrecipient Travel Guidelines and the approved budget
- Costs should be reasonable & prudence should be used when making travel arrangements
 - “Non-traditional” lodging is not allowable at this time; lodging requests must be for a traditional hotel/motel
- Most meal & lodging expenses are only eligible if in a 12-hour travel status
- Mileage logs **MUST** be maintained
 - Include name, date of travel, number of miles, and purpose of travel

TRAVEL

- Pre-approved Travel/Training must adhere to the approved SSVF budget
 - If you foresee any expenses not included in your budget, consider a subaward adjustment request
- Miscellaneous travel/training requests must be submitted to your Program Representative **at least 30 days prior** to the training to be considered
- State per diem guidelines must be followed, unless your agency policy is more restrictive
- Please read and familiarize yourself with the DPS Subrecipient Travel Policy, available on our website

SUPPLIES/OPERATIONS

- Printing/Media
 - Must acknowledge Funding Source
 - Reference Certified Assurances for required language
- An “office supply list” is included in the Notice of Funding Opportunity packet
 - Items on this list constitute a generic list of pre-approved office supplies
 - Items not specifically included on the “office supply list” must have an approved budget line in order for reimbursement to be considered

EQUIPMENT

- Equipment – 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 most restrictive procurement policy (either DPS or agency policy)

CONTRACTUAL

- Contractual Expenses
 - Copy of current, signed contract must be uploaded to the WebGrants system before costs can be reimbursed
 - If not included with your approved application, please forward to your Program Rep via WebGrants Correspondence
 - Fees for contractual services cannot exceed \$81.25/hr and \$650/day

UNALLOWABLE COSTS

- Prevention Activities
- Awareness Activities
- Employee Bonuses
- Lobbying
- Fundraising
- Grant Writing (also considered fundraising)

CLAIMS 101

- All Claims must be submitted via DPS WebGrants
- Submit a **separate** Claim for each month's expenses
- Claims must be submitted every month if you have ongoing expenses
- The approved budget is visible in Claim Preview
- Claims must be submitted by 11:59 pm the 5th of each month
 - If the 5th falls on a weekend or holiday, Claims are due the next business day
- **Final claims must be submitted NO LATER than February 5th, 2022 in order to be considered/paid**

CLAIMS 101

- Report only those expenses incurred during the reimbursement period
 - January 1, 2021-December 31, 2021
- Include only those items which are approved in your SSVF contract budget
- If a Claim is copied, ensure all information is **updated**
 - Lines on the Detail of Expenditure form must be changed to \$0 and **saved** before the line is deleted or altered
- **Preview the Claim before submission!**
 - Reimbursement total should equal the Detail of Expenditures form total
 - If these totals do not match, contact your Regional Rep for assistance

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 - be concise but include relevant details (pay period/coverage dates, rate claimed, # of miles claimed, etc.)
- Gross Pay/Actual Amount - **ACTUAL** gross salary per pay period must be provided, regardless of time spent on grant eligible activities; **ACTUAL** costs for all other expenses must be provided
 - Gross salary should **not** include bonuses, gifts, etc., but may include eligible overtime

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

Detail of Expenditures form

- % of Funding Requested – the percentage of the actual cost being requested for reimbursement
- % of Match Funding Requested (**always 0% on SSVF**)
- Federal Share – amount of reimbursement requested for the line item (calculates automatically)
- **REMEMBER** - Reimbursement total should 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

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

Some examples include:

Salary records/pay stubs

Insurance premium invoice

Signed Activity Timesheets

Mileage Logs

Hotel receipts

Conference registration receipts

Equipment receipts

Phone bills

Supplies receipts

Airfare receipts

Contractual invoices

DOR/County Health Dept receipts

CLAIMS 101

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

CLAIMS 101

- 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
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Feedback

Negotiation-

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Check Here for Feedback!

Missouri Department of Public Safety

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CLAIMS 101

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

CLAIMS 101

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

CLAIMS 101

- **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, and other contacts as deemed appropriate by DPS.

SUBAWARD ADJUSTMENTS

- Budget Adjustments
 - **Must be received at least 30 days prior to the change taking place, and at least 60 days prior to the end of the contract period**
 - Budget Revisions are **NOT** retroactive
 - A maximum of two subaward adjustments are allowed during the project period
- Programmatic Changes
 - Any change that affects the project, but not necessarily the budget
 - Examples may include position title change, project title change, agency name change

CHANGE OF INFORMATION

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

It is the agency's responsibility to keep DPS updated of any changes that may affect the subaward!

MONITORING

- On-Site
 - Contacted by DPS to set up an appointment
 - Confirmation letter of date/time sent
 - Site Visit Status Report must be completed
 - 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 the SSVF Program Guidelines, the DPS Financial and Administrative Guidelines, Certified Assurances, and any Special Conditions
 - Provide programmatic assistance

This is a great opportunity to ask questions, show off your program, 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
 - Corrective Action Plan (CAP)
 - A CAP may be required
 - If necessary, the CAP will outline any corrections and/or concerns that need to be addressed/explained

REPORTING REQUIREMENTS

- SSVF Annual Performance Report
 - **Due January 15, 2022**
 - Numeric and anecdotal data
 - Report of Success
 - Late reports will result in suspension of reimbursement or contract, and may hinder future eligibility for funding consideration
 - Sample forms are available on our SSVF webpage <https://dps.mo.gov/dir/programs/cvsu/ssvf-cont.php>
 - **Start tracking NOW!**



QUESTIONS?

Regional Representatives are available to assist you in the administration of your subaward...please do not hesitate to contact them!

**The SUCCESS of your program is IMPORTANT TO US!
WE ARE HERE TO HELP!**



FAQ'S FROM COMPLIANCE WEBINARS PAST...

Here are some questions we have received during past compliance webinars:

- **Regarding insurance invoices, can non-grant funded individuals listed on the invoice be blacked out? For confidentiality purposes?**
 - Yes. We only need date of coverage, name of the grant funded employee(s), and the premium amounts. Names of non-grant funded employees may be redacted.
- **Would sites like Hotwire be considered “non-traditional” for travel purposes?**
 - We are referring to non-traditional lodging only; at this time private rental properties are not being approved for lodging expenses. You may use Hotwire (or similar) to book your hotel, flight, etc. as long as the per diem is not exceeded.

FAQ'S FROM COMPLIANCE WEBINARS PAST...

- **Do you have daily activity logs/timesheets you can share?**
 - Yes, we do! We have templates on our website under each grant link (VAWA, SASP, & SSVF).
- **If one of our yearly audits will be completed after the end of the funding period (for example in June 2022), how should we handle it?**
 - Send us your **most recently** completed audit (even if it is from June 2021)