

2021 STATE SERVICES TO VICTIMS FUND

Notice of Funding Opportunity
October 1, 2020



CVS/JJ Unit Staff

◎ Grant contacts

- Tina Utley, Grants Specialist
- Kristina Kirchhoff-Welch, Grants Officer
- Liz Leuckel, Program Specialist

◎ Additional staff

- Connie Berhorst, Program Manager
- Michelle Parks, Senior Program Specialist
- Rhonda Wilson, Program Specialist
- Chris Yeager, Senior Program Specialist

Project Period

January 1, 2021

to

December 31, 2021

(Note: this is a ONE year contract)

Application Deadline

- Applications must be submitted no later than 12:00 p.m. (**NOON**) Thursday, October 29, 2020
- All information/documents must be submitted with the final application via WebGrants; missing or late information/documents will not be accepted

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
- Provide Emergency Services
- Provide Crisis Intervention Counseling Services
- Provide Victim Advocacy

Eligibility

- ◎ Public and private agencies will be responsible for the development & implementation of a record keeping system, based upon the following criteria, to verify the eligibility of victims of crime to receive services:
 - 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
 - Victim of crime cannot be the perpetrator or principal/accessory involved in the commission of the crime
 - Injuries sustained cannot be a result of the operation of a motor vehicle, boat, or airplane unless the same was used as a weapon, or a result of the crime of driving while intoxicated or vehicular manslaughter

Eligibility

- ⦿ Services must be provided free of charge
- ⦿ Agencies are encouraged to assist crime victims in seeking available crime victim compensation benefits
- ⦿ Coordinate with other community agencies when providing services
- ⦿ Provide effective services to victims
 - Must comply with either the MCADSV Service Standards & Guidelines *or* MoCVSU Program Standards and Guidelines

Examples of Allowable Services:

◎ **Direct Services**

- Transportation, funeral arrangements, child care, shelter, etc.

◎ **Emergency Services**

- Crisis intervention services; accompanying victims to hospitals for medical examinations; hotline counseling; safety planning, etc.

◎ **Crisis Intervention Counseling Services**

- Mental health counseling, support groups, etc.

◎ **Victim Advocacy**

- Personal advocacy; emotional support; identifying victim's needs; case management; etc.

Eligible Budget Categories

- Personnel/Benefits
- Travel/Training
- Equipment
- Supplies/Operations
- Contractual

Unallowable Costs

- Training not directly related to services for crime victims
- Workshops/Trainings associated with grant writing or funding-raising opportunities
- Crime prevention activities/programs
- Construction/Renovation costs
- Indirect costs
- Vehicles, purchased or leased
- Professional dues, subscriptions, and memberships
- Employee bonuses
- Lobbying activities

Unallowable Costs

- ⦿ Research and studies
- ⦿ Active investigation and/or prosecution of criminal activities
- ⦿ Fundraising
- ⦿ Capital expenses
- ⦿ Medical care
- ⦿ Salaries and expenses of management

**Please refer to the Notice of Funding Opportunity
for more examples of Unallowable Costs**

Contract Period

- ◎ The contract period for approved projects will be 12 months
 - January 1, 2021 to December 31, 2021

Application Process and Review

- ⦿ Competitive bid
- ⦿ Two-part process
 - Administrative review for technical merit by DPS staff
 - External peer review panel
 - Professionals without any personal or financial interest
 - Panels change for each funding opportunity
- ⦿ Funding may be awarded as requested (full amount), partial amount, or funding may be denied
- ⦿ Final approval is provided by the Director of the Missouri Department of Public Safety

Notice of Funding Opportunity

- Program Description and Guidelines
- WebGrants 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 if your agency does not already have one, or ensure the information associated with your DUNS number is up-to-date
 - <https://fedgov.dnb.com>
 - (866) 705-5711
- ◎ You must contact Dun & Bradstreet directly for assistance with your DUNS number.

Registering with WebGrants

- ◎ **NEW** WebGrants users must **register** for a WebGrants profile
 - <https://dpsgrants.dps.mo.gov>
 - **NEW** users must **register** no later than **12:00 p.m. (NOON) Thursday, October 22, 2020**
- ◎ Each applicant agency should designate **one** individual for the purposes of registering and assigning new registrants

The Application

- ⦿ Comprised of individual “forms”
- ⦿ Instructions are provided for each form
 - Please follow the on-screen instructions provided in each WebGrants form, as well as the instructions provided in the Notice of Funding Opportunity

General Information Form

- ◎ Provides general information about the agency/project:
 - System ID (this field will auto-populate)
 - Project Title
 - Must be unique to the agency/project, yet **brief**
 - “2021 SSVF Project” is very generic, and **not** unique to an agency or project
 - “Tri-County Victim Advocate” would be unique to a project
 - 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)
- ⦿ ***Please note:*** the Authorized Official and Project Director cannot be the same person

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) *(if applicable)*
 - Program Category
 - Project Type
 - Geographic area(s) to be served
 - Brief Summary
 - Please keep it brief. No more than a few sentences, based upon the project you are requesting
 - Program Income

Statement of the Problem Form

- ⦿ Addresses the need for grant funds to support the proposed project
- ⦿ Defines the problem the agency will be attempting to impact with this project
- ⦿ Presents evidence to demonstrate need
 - Local Crime statistics from law enforcement
 - Must be within the last 2 years
 - Population & demographic information of area(s) to be served
 - Agency statistics

Type of Program Form

- ⦿ Describes your agency and the proposed project
- ⦿ Explains what services will be provided, including:
 - Who will provide the services
 - How the services will be accessed
 - Who will benefit from the services
- ⦿ Addresses how the agency is in compliance with either MCADSV *or* MoCVSU Service Standards
 - Do not simply state your agency is in compliance!

Coordination of Services Form

- ⦿ Explains how your agency coordinates activities with:
 - Other local service providers
 - Law Enforcement
 - Prosecuting Attorney offices
 - Courts
 - Other community based agencies

Crime Victims' Compensation Assistance Form

- Describes how your agency provides information and assistance to crime victims regarding Crime Victims Compensation
 - Who provides assistance
 - When is information provided
 - What type of assistance is provided

Number of Victims to be Served Form

- ⦿ Indicate the anticipated number of victims to be served by this **1 year** project
- ⦿ Provide the basis for estimates (i.e. prior years numbers)
- ⦿ Break out the number of women, children, and men separately
- ⦿ Numbers should match the “SSVF Data Form”
- ⦿ If serving multiple counties, provide a breakdown by each county
- ⦿ This section is project specific, not agency wide

Goal and Measurable Objectives Form

- Subrecipients of SSVF funding will contribute to the overall goal of the SSVF program:

The goal of the SSVF program is to support victims of crime and assist in their recovery.

- Objectives for this goal are provided in a drop down menu
 - At least five (5) different objectives must be selected

Evaluation Procedure Form

- ◎ Must demonstrate the correlation between the outcomes, completion of the objectives, and accomplishment of the goal
 - Must list each selected objective, and expected outcome of each
 - For each objective, explain how data will be collected to measure the outcome
 - Examples may include: pre- and post-testing, surveys, client satisfaction evaluations, etc.
 - Evaluation instruments should be included in the Other Attachments

Report of Success

- If a current sub-recipient, Objectives and Objective Percentages from the current SSVF subaward must be listed
- Results/outcomes for each objective “to-date” must be provided
 - Outcomes should provide actual numbers, in addition to percentages
- **New projects do not have a Report of Success**
 - If a new project, type “n/a” in this section

Budget Form

- ⦿ Configures funding amounts for requested categories
- ⦿ Each category is assigned a section for justification
- ⦿ In the “Budget Justification” sections:
 - Do not simply re-list the items you are requesting
 - **Justify** the need and the expense of each item
 - **Explain** why each cost is requested
 - If an increase and/or new line item is requested (current expense that is not currently funded by this grant), explain how the agency has paid for the expense in the past, and why it is necessary for SSVF to assume the cost
 - If a brand new cost to the agency, as well as to the grant, explain why this expense is necessary

Budget Form (cont'd)

◎ Personnel

- Minimum 10% of time on grant can be requested
- Actual gross salary per pay period is required
 - Salary must be based on pay periods (i.e. not annually)
 - If a raise is anticipated during the contract period, use multiple budget lines to reflect each increase
- Fringe benefits must be itemized and prorated according to percentage of grant funded time
- If an increase and/or new line item is requested, explain why it is necessary and how the agency has paid for the expense in the past

Budget Form (cont'd)

◎ Travel/Training

- Related costs may include, but not limited to:
 - Registration fees
 - Airfare/baggage
 - Airport parking
 - Lodging (based upon state per diem rate)
 - Hotel parking
 - Meals (based upon state meal per diem rate)
 - Rental Car
 - Mileage (state rate \$0.37/mile or applicant agency rate, whichever is less)
 - Etc.

Budget Form (cont'd)

◎ Travel/Training (cont'd)

- Meals and lodging: Per diem rates should be used to estimate costs; rates can be found at:
<https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
- If requesting meals/mileage, please attach agency travel policy under “Other Attachments”
- Registration fees should be listed in Travel/Training
- If an increase and/or new line item is requested, explain why it is being requested and how the agency has paid for this expense in the past

Budget Form (cont'd)

⦿ Equipment

- Equipment is defined as tangible property, having a useful life of more than one year, and an acquisition cost of \$1,000 or more per unit.
- Equipment should be reasonable and necessary to providing direct services to victims of crime
- If used for purposes other than SSVF, cost must be prorated accordingly
 - Based on proposed SSVF budget or the % of time the employee using the equipment is requested at
- Vendor quotes may be uploaded in “Other Attachments”

Budget Form (cont'd)

⦿ Supplies/Operations

- Supplies/Operations must be prorated based on the proposed SSVF budget vs. total agency budget
- Office Supplies:
 - Items included in the Office Supply listing (located in the Notice of Funding Opportunity Application Packet) can be shown as one line item and generically labeled “Office Supplies”
 - Items not provided in this list must be listed as separate line items
 - If an increase and/or new line item(s) is being requested, please explain why it is being requested and how the agency has paid for this expense in the past

Budget Form (cont'd)

◎ Contractual

- Draft written contract between applicant agency and individual/company to be contracted with must be submitted with application
 - Outline the following
 - What services will be performed
 - Who will perform the requested contractual services
 - When they will be performed
 - The rate at which they will be performed
 - If contractual expenses are approved, the agency will be required to submit a final signed contract
 - Hourly rate cannot exceed \$81.25/hour or \$650 per day
- If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past

SSVF Data Form

- ◎ Prorate the SSVF funds requested by the types of victims to be served with this project
 - Provide your best estimate
 - Must equal 100%
- ◎ Prorate the amount of funds dedicated to Underserved and Other category (if applicable)
 - Total percent of this section must equal 100%
- ◎ Provide total number of victims to be served by this project
- ◎ Indicate the anticipated breakdown of women, children, and men to be served by this project (total must equal total number of victims to be served by project)
- ◎ Indicate anticipated number of bed nights to be provided

Audit Requirements Form

- ⦿ Addresses federal and state funding received by the agency
- ⦿ Audit is required to be submitted when \$375,000 or more in State funds are expended during the agency fiscal year (from any State source)

Required Attachments Form

◎ Required

- Agency Organizational Chart
- Policy & Procedures Relating to Internal Controls
- Agency's Current Budget (**itemized**)
- Funding Source Identification
- Letters of Collaboration/MOU's (at least 3)

◎ Required, if applicable

- Job Descriptions/Pay Stubs for individuals on the project
- Agency's Profit/Loss Statement (2 years)
- Board of Directors List
- Documentation of Not-for-Profit Status
- Contractual Agreement (executed or draft)

Other Attachments Form

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

Self-Evaluation Risk Assessment

- Weighted form used to determine if the agency will be subject to special conditions, if awarded
- Form should be completed by the Authorized Official or Executive Director of agency

Application Certified Assurances

- Read the Certified Assurances
 - Provided through a link in the application and as an attachment in the Notice of Funding Opportunity announcement
 - Certified Assurance should be read/agreed to by the Authorized Official and/or Executive Director of the agency
- Certify the Certified Assurances have been read and agency agrees to the terms
 - Form should be completed by the Authorized Official or Executive Director of agency

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- Missing or late information/documents will not be accepted

Final Tips

- ⦿ **Contract period is for 12 months**
 - You will need to request 12 months worth of funds
 - Keep this in mind when budgeting
- ⦿ Read instructions thoroughly, both in the NOFO application packet and onscreen within WebGrants forms
- ⦿ Ensure all necessary attachments are included

Final Tips

- ⦿ Avoid submitting registration request and/or application close to deadlines in the event you experience technical problems
- ⦿ **Late applications will not be considered**
 - The only exception will be if unforeseen WebGrants technical issues arise
 - Please see Application Packet for more detailed information regarding WebGrants technical issues

Final Tips

- ◎ Remember important deadlines...
 - **WebGrants Registration (new agency):**
 - **12:00 p.m. (NOON) Thursday, October 22, 2020**
 - **Application due date:**
 - **12:00 p.m. (NOON) Thursday, October 29, 2020**

Online Resources

- ◎ <https://dps.mo.gov/dir/programs/cvsu/ssvf-cont.php>
 - Notice of Funding Opportunity (NOFO) Power Point Presentation
 - 2021 Notice of Funding Opportunity (NOFO) packet
 - Service Standards and Code of Ethics
 - WebGrants Subgrantee Manual
 - DPS Sub-Recipient Travel Policy
 - DPS Financial and Administrative Guide
 - Link to WebGrants Website

Questions

