

State of Missouri
2016 – 2017 S*T*O*P Violence Against Women Grant

Request for Proposal
Solicitation Packet

Missouri Department of Public Safety
Office of the Director
PO Box 749
Jefferson City, MO 65102-0749

DPS Solicitation DEADLINE:

Applications must be submitted no later than 11:59 p.m. on September 18, 2015

WebGrants Deadlines:

Applicants must register no later than 11:59 p.m. on September 11, 2015
Applications must be submitted no later than 11:59 p.m. on September 18, 2015

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

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Program Description

S*T*O*P Violence Against Women Grant Program

INTRODUCTION

The **STOP (Services*Training*Officers*Prosecutors) Violence Against Women Formula Grant Program (STOP Program)**, promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The STOP Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.

The STOP program was authorized under the Violence Against Women Act of 1994 (VAWA) and reauthorized and amended by the Violence Against Women Act of 2005 (VAWA 2005). The STOP Program is administered at the federal level by the Office on Violence Against Women (OVW), Office of Justice Programs, U.S. Department of Justice and at the state level by the Missouri Department of Public Safety, Office of the Director.

Each recipient of grant funds must abide by the statutory requirements of the **STOP Program** and Bureau of Justice Assistance Guidelines as outlined in this Program Description.

FUND ALLOCATION

The **STOP Program** Funds are to be distributed to public and nonprofit agencies to carry out programs and projects specified under the eligible statutory purposes. In distributing funds, states must:

- 1) Give priority to areas of varying geographic size with the greatest showing of need. In assessing need, states must consider the range and availability of existing domestic violence and sexual assault programs in the population and geographic area to be served in relation to the availability of such programs in other such populations and geographic areas;
- 2) Take into consideration the population of the geographic areas to be served by a subgrantee;
- 3) Equitably distribute monies on a geographic basis, including non-urban and rural areas of various geographic sizes;
- 4) Ensure that the needs of previously underserved populations are identified and addressed; and
- 5) Allocate at least 25 percent of each year's grant award to the state for law enforcement programs, at least 25 percent to prosecution programs, at least 5 percent for court programs, and at least 30 percent to nonprofit, nongovernmental victim service programs. Beginning with the federal 2007 STOP award, of the 30% allocated for victim service programs, 10% must be allocated to culturally specific community-based organizations. These are statutory requirements. These allocations may not be redistributed or transferred to another area. The remainder of the funds may be spent at the discretion of the state to address the statutory program purposes of this program. Further, 20% of the total amount granted shall be allocated to projects in two or more allocations that meaningfully address sexual assault.

STATUTORY PURPOSE AREAS

STOP Program grants are intended for use by states and territories; state, local, and tribal courts; Indian tribal governments; units of local government; and nonprofit, nongovernmental victims' services programs. Grants and subgrants supported through the **STOP Program** must meet one or more of the following statutory purpose areas; however, funding may not be available for every statutory purpose area.

As of FY 2014, funds under the STOP Formula Grant Program may be used for the following purposes:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;
6. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;
7. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
8. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
9. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
10. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

11. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—
 - (A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - (B) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - (C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - (D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
12. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
 - (A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - (B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the area International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
 - (C) the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. states are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

13. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
14. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

15. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
16. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
17. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
18. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
19. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

PROGRAM PRIORITIES

The **STOP Program** continues to emphasize the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations by encouraging communities to look beyond traditional resources and to new partners to respond more vigorously to domestic violence, sexual assault, and stalking.

In shaping their strategies, states are encouraged to develop and support projects to:

- Implement community-driven initiatives, utilizing faith-based and community organizations, to address the needs of underserved populations as defined by VAWA, including people with disabilities and elder victims of domestic violence, sexual assault and stalking;
- Address sexual assault and stalking through service expansion; development and implementation of protocols; training for judges, other court personnel, prosecutors, and law enforcement; and development of coordinated community responses to violence against women.

DEFINITIONS

The following universal definitions will be used as general guidelines for the VAWA grant. Please note that these are broad definitions applicable to all of the grants funded through The Violence Against Women Act and may not entirely pertain to the STOP Violence Against Women Act Grant.

- Community-Based Organization** – The term “community-based organization” means an organization that –
- A) Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
 - B) Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
 - C) Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or

- D) Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

Court-Based and Court-Related Personnel – The term “court-based” and “court-related personnel” mean persons working in the court whether paid or volunteer, including –

- A) Clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardians ad litem, lawyers, negotiators, probation, parole, interpreters, victims assistants, victim advocates, and judicial, administrative, or any other professionals or personnel similarly involved in the legal process;
- B) Court security personnel;
- C) Personnel working in related, supplementary offices or programs (such as child support enforcement); and
- D) Any other court-based or community-based personnel having responsibilities or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.

Dating Violence – the term “dating violence” means violence committed by a person –

- A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B) Where the existence of such relationship shall be determined based on a consideration of the following factors:
- a. The type of relationship;
 - b. The length of the relationship;
 - c. The frequency of interaction between the persons involved in the relationship.

Direct Services to Domestic Violence and Sexual Assault Victims – this term includes:

- **Crisis Intervention Services** – counseling to provide emotional support in crisis arising from the occurrence of crime.
- **Emergency Services** – providing, in an emergency, transportation to court, short-term childcare services, temporary housing and security measures, and assistance in participation in criminal justice proceedings.
- **Counseling** – in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, professional counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an on-going basis.
- **Follow-up Contact** – in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim’s progress, etc.
- **Therapy** – intensive professional treatment by licensed mental health professionals. This includes the evaluation of mental health needs as well as the actual delivery of psychotherapy.
- **Group Treatment/Support** – the coordination and provision of supportive group activities including self-help, peer, social support, etc.
- **Crisis Hotline Counseling** – the operation of a 24-hour telephone service, seven days per week, which provides counseling, guidance, emotional support, information, and referral, etc.
- **Shelter/Safe house** – short-term and long-term housing and related support services to victims and families following victimization.
- **Information and Referral** – telephone and in-person contacts with victims during which time services and available support are identified.
- **Criminal Justice Support/Advocacy** – support, advocacy, and assistance provided to victims at any stage of the criminal justice process.
- **Emergency Financial Assistance** – cash outlays for transportation, food, clothing, emergency housing, etc.
- **Assistance in Filing Compensation Claims** – making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed

documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victims.

Domestic Violence – the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of this *STOP Program*, “domestic Violence” also includes any crime of violence against an adult considered to be an act of domestic violence according to State Law.

According to Section 455.200, RSMo, domestic violence in the state of Missouri is defined as “attempting to cause or causing bodily injury to a family or household member, or placing a family or household member by threat of force in fear of imminent physical harm.” A “family or household member” is further defined as “a spouse, a former spouse, person living with another person whether or not as spouses, parent, or other adult person related by consanguinity or affinity, who is residing or has resided with the person committing the domestic violence and dependents of such persons.”

Forensic Medical Examination – the term “forensic medical examination” means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum:

1. Examination of physical trauma;
2. Determination of penetration or force;
3. Patient interview; and
4. Collection and evaluation of evidence.

Hard Cash Match – funds in the form of cash available from funding sources other than state or federal funding programs.

In-Kind Contributions – non-monetary contributions and donations received from individuals, agencies, associations, organizations, etc., by the applicant agency.

Law Enforcement – the term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Legal Assistance – the term “legal assistance” includes assistance to adult and youth victims of domestic violence, dating violence, sexual assault, and stalking in –

- A) Family, tribal, territorial, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and
- B) Criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim’s safety and privacy.

Linguistically and Culturally Specific Services – the term “linguistically and culturally specific services” means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities.

OVW – Office on Violence Against Women, U.S. Department of Justice

Personal Advocacy – assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance; intervening with employers, creditors, and others on behalf of the victim;

assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.

Personally Identifying Information or Personal Information – the term “personally identifying information” or “personal information” means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including:

- A) A first and last name;
- B) A home or other physical address;
- C) A driver's license number, passport number, or student identification number;
- D) Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- E) A social security number; and
- F) Any other information, including date of birth, racial or ethnic background or religious affiliation, that in combination with any of subparagraphs (A) through (D), would serve to identify any individual.

Prosecution – the term “prosecution” means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office's or agency's component departments or bureaus such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for state and local prosecutors, or enforcing victim compensation and domestic violence-related restraining orders shall be considered “direct responsibility” for purposes of this *STOP Program*.

Sexual Assault – the term “sexual assault” means any conduct prescribed by chapter 109A of Title 181, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim. Includes when the victim lacks capacity to consent.

Subgrantee or Subrecipient – agency receiving grant funding from the Missouri Department of Public Safety

Supplanting - using funds received through the **STOP Program** to replace funds that would, in the absence of such federal aid, be made available for victim assistance. Therefore, **STOP** funds cannot be used for existing costs, because those costs have been paid previously by other funding. However, if an agency can substantiate that funding has been lost (for example an agency received \$10,000 in corporate funding during the past year and this year will only be receiving \$5,000), **STOP** funds could be requested to cover costs up to the amount lost. The limited **STOP** funds are not intended to replace local funds or other state and federal funds.

Underserved Populations – the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial or ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. Further, “underserved populations” also includes victims underserved because of sexual orientation and gender identity.

Victim Advocate – the term “victim advocate” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

Victim Assistant – the term “victim assistant” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

Victim Services or Victim Service Provider – the term “victim services” or “victim services provider” means a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence sexual assault, or stalking.

Victims - persons who have suffered harm, including physical or mental injury, emotional suffering, economic loss, or substantial impairment of their fundamental rights, through acts or omissions which are in violation of criminal laws regardless of whether the perpetrator is identified, apprehended, prosecuted or convicted and regardless of the familial relationship between the perpetrator and the victim. Victims shall also include the immediate family or dependents of the direct victim and persons who have suffered harm in intervening to assist victims in distress or to prevent victimization.

Victim Services – the term “victim services” means a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women’s shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.

For purposes of this STOP Program, victim services may include support for lawyer and non-lawyer advocates, including specialized domestic violence court advocates in courts where a significant number of protective orders are granted. Legal or defense services for perpetrators of violence against women may not be supported with grant funds.

This definition also encompasses statewide domestic violence and sexual assault coalitions to the extent that they provide direct services to domestic violence and sexual assault victims.

Governmental victim services programs established, as nonprofit organizations, are eligible to apply under the designated victim services category. However, other governmental victim services programs are eligible for funding only under the respective law enforcement or prosecution categories or under the discretionary category.

Youth: The term “youth” means teen and young adult (ages 11-24) victims of domestic violence, dating violence, sexual assault or stalking.

SUBGRANTEE ORGANIZATION ELIGIBILITY REQUIREMENTS

STOP establishes eligibility criteria that must be met by agencies that receive STOP funds. These funds are to be awarded to subrecipients only for addressing violence against women. Each subrecipient organization shall meet the following requirements:

1. Public or Nonprofit Organization. To be eligible to receive STOP funds, organizations must be operated by a public or nonprofit organization, or a combination of such organizations.

a. **Nonprofit Organizations.** Nonprofit organizations must submit proof of their nonprofit status in one of four ways:

- i. Proof that the Internal Revenue recognizes the applicant has the status of 501(c)(3);
- ii. A statement from a State taxing body or the State secretary of state certifying that:
 1. The organization is a nonprofit organization operating within the State; and
 2. No part of its net earnings may lawfully benefit any private shareholder or individual;
- iii. A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or
- iv. Any item described in (i) through (iii) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

b. **Local Units of Government.**

- i. Local units of government must submit a certification that they have consulted with 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;
- ii. Law enforcement agencies must be 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 or federal 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.";
- iii. Law enforcement agencies must be in compliance with the provisions of section 43.505, RSMo relating to uniform crime reporting, and Section 590.650 RSMo relating to racial profiling.

2. Program Match Requirements. The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Awards to State and local units of government made under this grant program may support up to 75 percent (75%) of the total cost of each project.

Nonprofit victim service agencies are exempt from the match requirement. Funds or in-kind resources used as match must be directly related to the project goals and objectives. The required match is 25% of the total project cost (federal funds + match).

For the purposes of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or the monetary value (calculated at \$12.00 per hour) of time contributed by volunteers if the services they provide are an integral and necessary part of a funded project (please note that paid employees CANNOT volunteer time to be used towards the match requirement on this grant). The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality (please note agencies CANNOT donate space to themselves).

On-call volunteer time can only be claimed as one hour for every four hours on-call unless the on-call person is actively providing direct services to a victim. Time spent working with a victim should be claimed as actual time (i.e., Volunteer is on-call for an 8-hour period – they are called out to meet a victim at the hospital and spends 2 hours with the victim, this is the only direct services provided during their 8 hours. Time claimed is 2 hours direct service and 1.5 hours for the six hours spent on-call for a total of 3.5 hours). **On-call volunteer time used as match will be limited to 50% of the total required match.**

Any funds designated, as local matching funds are restricted to the same uses as outlined for the federal funds and must be expended during the contract period of the grant.

Timing of Matching Contributions: Matching funds need not be applied at the exact time or in the required proportion to the obligation of VAWA grant funds. However, match should be reported as it occurs and no later than 60 days after it occurred. The Missouri Department of Public Safety reserves the right to deny payment requests on approved programs pending the receipt of claim documentation of the matching share.

Record Keeping. STOP subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personnel services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipient for its own paid employees.

All matching contributions must be:

- Verifiable from the Subgrantee’s records
- Not included as a contribution for any other Federal Funds
- Necessary and reasonable to accomplish the project’s goals
- Allowable charges
- Not paid by the applicant from Federal or State funds received under another assistance agreement
- Included in the budget approved by the Department of Public Safety
- In accordance with all other Federal and State requirements

Figuring Match: The 25% required match is figured on the total project cost, not on the federal funds requested.

$$\frac{\text{Federal (STOP) funds}}{75\%} = \text{Amount} \times 25\% = \text{match}$$

For a federal STOP award amount of \$60,000, the match would be:

$$\$60,000 \text{ (federal STOP funds) divided by } 75\% = \$20,000 \text{ match}$$

3. **Non-Supplantation.** Federal 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 federal funds, be made available for the activities of this project.
4. **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of STOP, the Program Guidelines, and the requirements of the OJP Financial Guide (http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf), effective edition which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of STOP funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable STOP program services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.

5. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by contract period; and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
6. **Equal Employment Opportunity Program (EEOP).** The Subrecipient, if required to do so, will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et.seq., and will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file that meets the requirements therein.
7. **Non-Discrimination.** Subgrantees must comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or the Victims of Crime Act (as applicable) which prohibits discrimination in federally funded programs on the basis of race, color, nation of origin, religion or sex; Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, or nation of origin (includes limited English proficiency – LEP) in federally funded programs; Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in federally funded programs on the basis of disability; Subtitle A, Title II of the Americans with Disability Act (ADA (1990) which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972 which prohibits discrimination in federally funded programs on the basis of sex; the Age Discrimination Act of 1975 which prohibits discrimination in federally funded programs on the basis of age; Department of Justice Non-Discrimination Regulation, 28 CFR part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR part 34 and Part 39.

If any 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 (including limited English proficiency), age, disability or sex against a recipient of federal funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice.

Discrimination - VAWA Exception: No Sub-recipient in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under [VAWA], and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Office on Violence Against Women.

a. If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

8. **Limited English Proficiency.** In accordance with Department of Justice Guidance pertaining 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 provide 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.

9. **Consultation with State or Local Victim Services.** Prosecution, law enforcement and court based applicants must consult with tribal, territorial, State, or local victim service providers 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.
10. **Fair Labor Standards Act.** All recipients of federal funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
11. **Comply with State Criteria.** Subrecipients must abide by any additional eligibility or service criteria as established by the Missouri Department of Public Safety including submitting statistical and programmatic information on the use and impact of STOP funds as requested.
12. **Services to Victims of Domestic and/or Sexual Violence and their children.** If providing services to victims of domestic and/or sexual violence and their children through this program, subrecipients will 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.
13. **Develop Plan for Implementation.** Grantees and subgrantees shall develop a plan for implementation and shall consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs.
14. **Costs for Criminal Charges and Protection Orders.** Applicants and grantees must certify 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 the state, tribal or local jurisdiction.
15. **Forensic Medical Exams.** To the extent funds are not available from other sources, the state, territory, Indian tribal government, unit of local government, or another governmental entity must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, Indian tribal government, or territorial government 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.
16. **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.
17. **Court Records.** After August 28, 2007, any information contained in any court record, 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.
18. **Activities that May Compromise Victim Safety.** Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding

perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

18. Nondisclosure of Confidential or Private Information.

Subrecipients may not disclose personally identifying information about victims served with OVW STOP 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 an OVW grant program or another Federal agency, State, tribal, or territorial grant program. This provision also limits disclosures by OVW Subgrantees to OVW grantees, including disclosures to statewide or regional databases.

A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this title shall protect the confidentiality and privacy of persons receiving services.

B) Nondisclosure

Subject to paragraphs (c) and (d), grantees and subgrantees shall not –

- a. Disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs; or
- b. Reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

C) Release

If release of information described in subparagraph (b) is compelled by statutory or court mandate –

- a. Grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- b. Grantees and subgrantees shall take steps necessary to protect the privacy and safety of the person affected by the release of the information.

D) Information Sharing

Grantees and subgrantees may share –

- a. Nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation or data collection requirements;

- b. Court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and
- c. Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

19. Nonexclusivity. Nothing in this title shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this title.

ELIGIBLE SUBGRANTEE ORGANIZATIONS

Funds granted to states may be further subgranted by the states to agencies and programs including, but not limited to:

- State offices and agencies;
- State and local courts;
- Public or private nonprofit organizations;
- Units of local government;
- Tribal governments;
- Nonprofit, nongovernmental victim services programs; and
- Legal services programs.

INELIGIBLE RECIPIENTS OF STOP FUNDS

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive STOP victim assistance funding. These organizations include, but are not limited to, the following:

- 1. Federal Agencies.** This includes U.S. Attorney Offices and FBI Field Offices. Receipt of STOP funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible subrecipients of STOP victim assistance grant funds.
- 2. In-Patient Treatment Facilities.** For example, those designed to provide treatment to individuals with drug, alcohol, and /or mental health-related conditions.

ALLOWABLE SERVICES, ACTIVITIES, & COSTS

- 1.** In general, *STOP Program* funds may support personnel, training, technical assistance, evaluation, data collection, and equipment costs to:
 - a. Enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women; and
 - b. Enhance services that meet the needs of women victimized by violence.
- 2. Funding for civil justice** assistance is allowable but is limited to situations that bear directly and substantially upon criminal justice matters or are inextricably intertwined with criminal justice matters. Legal assistance to victims attempting to obtain civil protection orders may be supported with STOP funds because it is consistent with the overall intent of the statute.
- 3. Children's services.** STOP funds should be used for projects that serve or focus on adult and teen women who are victims of domestic violence, dating violence, sexual assault, or stalking. Under a new purpose area created by VAWA 2005, however, STOP funds may also support "complementary new initiatives and

emergency services for victims and their families.” For example, STOP funds may support services for secondary victims such as children who witness domestic violence. (FY2007 Federal Funds)

4. Batterer’s treatment may be supported if such treatment is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal action and for changing their behavior. (Batterer’s treatment programs may be funded through the “discretionary” portion of the *STOP Program* funds.)

5. Other Allowable Costs and Services.

a. Skills Training for Staff. STOP funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to women who are victims of violent crime. An example of skills development is training focused on how to respond to a woman who has been sexually assaulted.

STOP funds can be used for training both STOP-funded and non-STOP-funded service providers who work within a STOP recipient organization, but STOP funds cannot be used for management and administrative training for executive directors, board members, and other individuals that are not providing services to women who are victims of violent crime.

b. Training Materials. STOP funds can be used to purchase materials such as books, training manuals, and videos for individuals providing services to women who are victims of violent crime, within STOP-funded organizations.

c. Training Related Travel. STOP funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. However, when needed training is unavailable within the immediate geographical area STOP funds may be used to support training outside of the area. Training related travel costs must be reasonable and necessary. Travel costs are provided on a reimbursement basis and must be documented with mileage logs and receipts. Reimbursement of travel costs cannot be requested until after the travel/training has occurred.

d. Equipment and Furniture. STOP funds may be used to purchase furniture and equipment that provides or enhances services to women who victims of violent crime, as demonstrated by the STOP recipient.

STOP funds cannot support the entire cost of an item that is not used exclusively for STOP-related activities. However, STOP funds can support a prorated share of such an item. In addition, subrecipients cannot use STOP funds to purchase equipment for another organization or individual to perform a STOP-related service. Examples of allowable costs may include typewriters, computers, printers, and furniture for workspaces.

e. Contracts for Professional Services. STOP funds generally should not be used to support contract services. At times, however, it may be necessary for STOP subrecipients to use a portion of the STOP grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency / visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

Subrecipients are prohibited from using a majority of STOP funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

The daily rate of compensation for contractual services may not exceed \$650/day (\$81.25/hour).

- f. **Operating Costs.** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. STOP funds may support administrative time to complete STOP-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs if an audit is required.

Office Supplies- The following list constitutes "office supplies" for the purposes of this grant. Any item not specifically listed cannot be claimed in the general "office supplies" line item in your budget and must be listed as a separate line item in your budget. The "Office supplies" as indicated below must be specifically for this project or otherwise prorated for this project. The entire list does not need to be shown on the budget page only "office supplies" need be shown.

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, flash drives and blank cd's, pencil/supplies holder, adding machine tape, toner, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

- g. **Public Presentations.** STOP funds may be used to support presentations that are made in schools, community centers, or other public forums, as long as they are designed to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women, and to provide or improve services for victims. Specifically, activities and costs related to such presentations including presentation materials, brochures, and notices can be supported by STOP funds.

INELIGIBLE SERVICES

The applicant may not conduct the following activities that are unrelated or only tangentially related to the provision of direct services to victims of crime: *(This list may not be all-inclusive.):*

1. **Lobbying and Administrative Advocacy.** STOP funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
2. **Perpetrator Rehabilitation** and counseling. Sub recipients cannot knowingly use **STOP Program** funds to offer rehabilitative services to offenders. However, batterers' treatment may be supported if such treatment is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their actions and for changing their behavior.
3. **Children's Programs** that focus exclusively on support services for children.
4. **Divorces and Legal Separations** are civil proceedings that fall outside the scope of the seven broad purposes for which STOP funds may be used. STOP funds may not be used to support services for obtaining divorces or legal separations.
5. **Fundraising Activities.**
6. **Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with STOP funds.

7. **Property Loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
8. **Most Medical Costs.** STOP funds cannot pay for nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and /or dental treatment. STOP grant funds cannot support medical costs resulting from victimization.
9. **Relocation Expenses.** STOP funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, STOP funds may be used to support staff time in locating resources to assist victims with these expenses.
10. **Costs of Sending Individual Crime Victims to Conferences.**
11. **Activities Exclusively Related to Crime Prevention.** Activities intended to educate the community on the prevention of crime and to raise the public's consciousness regarding crime.

INELIGIBLE COST ITEMS

STOP funds shall not be utilized for the following cost items. *(This list may not be all-inclusive.):*

- **Construction** or renovation costs.
- **Acquisition Cost** of real estate property.
- **Large Items of Equipment** including, but not limited to, vehicles, security systems, etc.
- **Professional Dues**, subscriptions, and memberships.
- **Employee bonuses**
- **Indirect Organizational Costs**

CONTINUATION FUNDING

Federal grants to Missouri, and the rules which govern their distribution, are received on an annual basis. Therefore, no project is guaranteed continuation funding.

CONTRACT PERIOD

The contract period for approved projects is January 1, 2016 through December 31, 2017.

MONITORING

All contracts funded will be monitored as deemed necessary by the Department of Public Safety and agencies addresses may be required when DPS is completing a statewide assessment on services location bi-annually. Agencies may be monitored annually through either an on-site monitoring visit or through “desk-top” monitoring. The Subgrantee agrees to allow reasonable and timely site visits by the Department of Public Safety and further agrees to make available upon request any records required to be maintained by this agreement.

Nothing in this guideline precludes the Department of Public Safety from conducting a site-visit or desk monitoring more often than once per year. In certain situations, a contract may be monitored either on-site or through desk monitoring on a regular and frequent basis to assure compliance. These situations include, but are not limited to:

- A report to the Department of Public Safety of the mishandling of grant funds;
- A report of the use of grant funds for ineligible activities;
- Discrepancies noted on the Monthly Report of Expenditures and/or Detail Sheet;

- A change in the managing staff within a contracting agency;
- Financial and/or programmatic issues of noncompliance found during a regularly scheduled monitoring visit or desk monitoring.

*** ALL SHELTER LOCATIONS WILL BE KEPT CONFIDENTIAL ***

PERFORMANCE REPORT REQUIREMENTS

Recipients of VAWA funds will be required to submit a performance report to the Department of Public Safety at the end of the preceding fiscal year. The performance report will be due by January 30th each year. Failure to submit the Performance Report by that date could result in contract funds being withheld until the report is received. The performance report can be viewed on our website at:

<http://dps.mo.gov/dir/programs/cvsu/documents/sasp/2014-15-sasp-annual-report.pdf>

Grant Application Instructions

Applications for VAWA funding must be submitted online via the new Missouri Department of Public Safety WebGrants System at <https://dpsgrants.dps.mo.gov>. WebGrants is a web-based computer application that will support the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director. **All entities must have access to a scanner to complete the application.**

Before an application may be filled out in WebGrants, the following three steps must be completed:

1. Acquire a DUNS (Data Universal Numbering System) Number

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit www.dunandbradstreet.com or call 1-866-705-5711.

2. Acquire or Renew Registration with the System for Award Management (SAM) - Formerly known as CCR (Central Contractor Registration) Database

The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. You can register online at www.sam.gov.

3. Register as a User in WebGrants

To access WebGrants, applicants must first register as a user with their applicant agency's information. **The deadline to register in WebGrants is 11:59 p.m. on Friday, September 11, 2015.**

To register with the WebGrants system, click the 'Register Here' link on the log in page and complete all required fields, as well as any optional fields, on the form. Click the Next link. A confirmation page will be displayed, and the applicant will receive a confirmation email.

Once the registration is submitted, notification will be sent to the Missouri Department of Public Safety to approve the new user. The applicant will receive another email when the Missouri Department of Public Safety approves or disapproves the registration. If your registration is approved, your User ID and Password are active and you may log into the system. If your registration is disapproved, the email will contain the reason.

NOTE: Once your registration is approved, you may add additional users from your organization to view application and/or contract information. To add registered users, log into WebGrants, click My Profile from the Main Menu, select the applicable Associated Organization name, click Add under the Registered Users section, and complete all the required fields on the form. Users which are added by an approved registered user will not be subject to approval by the Missouri Department of Public Safety.

Once the above steps have been completed and you are ready to apply for a grant, log on to WebGrants with the UserID and Password provided during the registration phase. On the Main Menu screen, click the 'Funding Opportunities' link and then click the appropriate funding opportunity. Each component of the application must be completed, and each form must be 'Marked as Complete' before the application may be submitted.

APPLICATION FORMS

General Information Form:

Enter the title of the application and select the Primary Contact.

Contact Information Form:

- *The Authorized Official* is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, and State Department Director). ***The Authorized Official and the Project Director cannot be the same person.***
- *The Project Director* is the individual that will have direct oversight of the proposed project. ***The Authorized Official and the Project Director cannot be the same person.** If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.*
- *The Fiscal Officer* is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant, Board Treasurer).
- *The Project Contact Person* should be the individual who is most familiar with the program this grant will fund. ***This person can be the Project Director if that individual is most familiar with the program.***
- *Non-Profit Chairperson* enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address. ***This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.***

Then click the Save button:

Then Mark as Complete:

Project Summary Form:

Application Type - Indicate the type of application based on the following:

- NEW - If this application is being submitted as part of a competitive bid process and is not currently funded by DPS, the type of application is considered "New".
- RENEWAL - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered "Renewal".
- CONTINUATION – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered "Continuation".
- EXPAND/ENHANCE - the application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by the Department of Public Safety.

Current Contract Number(s) - Indicate the DPS Contract Number (s) if the applicant agency currently has a contract through the identified grant program.

Program Category – Indicate the type of program this grant would fund.

Project Type – Indicate if this is a Statewide, Regional, or Local project.

Geographic Area(s) to be served: Identify the geographic area to be served by the proposed project.

Brief Summary: Provide a brief summary of the proposed project- Include a summary of your project based upon the information provided in the narrative work program submitted with the application.

Program Income:

- If program income will be generated by this proposed project, please indicate in this section.

Then click the Save button:

Then Mark as Complete:

Provided below is a brief description of the Narrative instructions. More details are provided within the system.

History of the Agency Form:

Provide a brief history of the Agency and the type(s) of victim services the agency provides.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Statement of the Problem Form:

This section must address the need for grant funds and the proposed project. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Provide agency and local statistics. Be specific.

- Complete the form – This section has a 40,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Type of Program Form:

Outline the services to be provided by this project. Give as much detail as possible about your proposed project.

Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines) In this section, agencies will need to explain how services

are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.

All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with Missouri Department of Public Safety Crime Victim Services Unit (MoCVSU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards) In this section, agencies will need to explain how services are delivered in compliance with the MoCVSU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

- Complete the form – This section has a 40,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Proposed Service Area Form:

State the geographic area to be served by this project.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Coordination of Services:

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Consultation with Victim Services:

Prosecution, Law Enforcement and Court based applicants are required to consult with 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.

- **Prosecution, Law Enforcement and Court based applicants Complete the form** – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Victim Compensation Assistance:

Describe the procedures used by your agency to provide information and assistance crime victims with filing for victim's compensation funds.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Number of Victims to be Served:

Indicate the anticipated number of victims to be served by this VAWA funded project (2 Years). Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project during this project period. For victims of domestic and/or sexual violence break out the number of women to be served, men to be served, and children to be served separately. These numbers should match what is listed on the "**VAWA DATA FORM**". Give statistics from previous years to support your estimate. The statistics should be based upon the grant cycle too, not calendar year. **If serving more than one county please break each county out separately and use whole numbers (Not Percentages).**

- Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Goals and Measurable Objectives:

A Goal is a broad based statement, which reflects an overall end result you are trying to achieve with this project.

GOAL: To hold batterers accountable and strengthen services to victims of domestic violence, sexual violence, dating violence and stalking, applies to: courts; prosecutorial agencies; law enforcement; culturally and linguistically specific projects and victim centered projects.

Measurable objectives reflect how your project will assist in reaching the stated goal(s).

- To add Types of Service and Objectives click Add in the upper right hand corner. Then click the Save button when finished.
- To add more Types of Service and Objectives repeat the above process. Then click the Save button again in the upper Right hand corner:

Then Mark as Complete:

Evaluation Procedure:

The evaluation component of the application should tie to the goals and objectives. Explain how each of the objectives chosen will be measured. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available).

Complete the form – This section has a 10,000 character limit.

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Report of Success:

In outline format, restate the goals and objectives from your current contract.

After each goal and objective listed, provide information regarding results attained from beginning of current grant to date. The outcomes should provide actual numbers in addition to the percentages. New applicants will not complete this section. **New applicants please put N/A in the text box.**

- To add Goals and Objectives click Add in the upper right hand corner. Then click the Save button when finished.
- To add more Goals and Objectives repeat the above process. Then click the Save button again in the upper Right hand corner:

Then Mark as Complete:

Budget Forms:

General Instructions:

- To add a budget line item, click Add. To provide the required justification for a budget line item(s), click Edit.
- If you have added a line item under any budget category, justification for that budget category must be provided before this form can be saved.

Personnel:

- To include personnel in your budget, click "Add". If the project includes more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Grant Funded Time.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Please note: The minimum percentage of time that may be budgeted on the grant is 10%. We will not fund any position that is less than 10% on the grant.

EXAMPLE 1 – Full-time, retained position paid bi-weekly (**26 pay periods/year**) at a salary of \$1,100 each pay period with no salary increase expected during the 24 month (**2 years**) contract period.

Name	Title	Position <i>(Select from drop down box)</i>	Employment Status <i>(Select from drop down box)</i>	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/ State Share
Jane Smith	Advocate	Retained	FT	\$1,100.00	52	100%	\$57,200.00	25	\$14,300.00	\$42,900.00

If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial salary and to reflect the increase in salary.

EXAMPLE 2 – Full-time, created position paid monthly at a salary of \$2,000 each pay period, but expected to receive a 3% salary increase after 12 months of successful employment (effective 1/1/2017).

Name	Title	Position (Select from drop down box)	Employment Status (Select from drop down box)	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
John Smith	Investigator	Created	FT	\$2,000.00	12	100%	\$24,000.00	0	0	\$24,000.00
John Smith – 1/1/2017	Investigator	Created	FT	\$2,060.00	12	100%	\$24,720.00	0	0	\$24,720.00

*****THE TEXT ENTERED UNDER THE NAME COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.***

Personnel Justification:

- If personnel is included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.
- If using Match in this section please identify who will be providing these funds and job duties. Also, describe the source of the funds.
- If a salary increase is included, address the type/reason (MERIT or COLA) for such increase, the percentage of increase, and the effective date of the increase.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Personnel Benefits:

- To include a fringe benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Please Note: Personnel funded through City and County Governments are employees of the City or County and should receive the same benefits/pay as other similar employees in the City/County Government.
- If an individual's time is not 100% funded by the grant, the fringe benefits must also be prorated based upon the percentage of time funded by the grant.
- Actual premium amounts should be shown.

EXAMPLE 1 – Jane Smith’s two year salary of \$57200 is included in the grant budget. The following fringe benefits are also requested:

- FICA/Medicare – 7.65% of salary
- Pension/Retirement – 8% of salary
- Medical Insurance - \$100 per month for the 24-month contract period
- Life Insurance - \$10.00 per month for the 24-month contract period
- Dental Insurance - \$5.00 per month for the 24-month contract period
- Unemployment Comp – 11.2% of the first \$13,000 x 2 of salary
- Workers Comp - \$3.25 per \$100 of salary

Category	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
<i>(Select from drop down box)</i>								
FICA/Medicare	FICA/Medicare – Jane Smith	\$57,200.00	0.0765	100%	\$4,375.80	25%	\$1,093.95	\$3,281.85
Pension/Retirement	Pension/Retirement – Jane Smith	\$57,200.00	0.08	100%	\$4,576.00	25%	\$1,144.00	\$3,432.00
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	24	100%	\$2,400.00	25%	\$600.00	\$1,800.00
Life Insurance	Life Insurance – Jane Smith	\$10.00	24	100%	\$240.00	25%	\$60.00	\$180.00
Dental Insurance	Dental Insurance – Jane Smith	\$5.00	24	100%	\$120.00	25%	\$30.00	\$90.00
Unemployment Comp	Unemployment Comp – Jane Smith	\$26,000.00	0.112	100%	\$2,912.00	25%	\$728.00	\$2,184.00

If a premium rate or fringe benefit percentage is expected to change during the contract period, a budget line item should be included to reflect the initial rate/percentage and to reflect the change in rate/percentage.

EXAMPLE 2 – Jane Smith’s two year salary is \$57,200. Her pension rate is expected to increase from 8% of salary to 8.15% of salary after 12 months of the contract period. In addition, her medical insurance premium is expected to increase from \$100/month to \$120/month after 12 months of the contract period (effective 1/1/2015).

Category	Item	Salary/ Premium	Percentage/ # of Periods	% Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share	Category
<i>(Select from drop down box)</i>									<i>(Select from drop down box)</i>
Pension/Retirement	Pension/Retirement – Jane Smith	\$28,600.00	0.08	100%	\$2,288.00	25%	\$572.00	\$1,716.00	Pension/Retirement
Pension/Retirement	Pension/Retirement – Jane Smith; 10/1/2015	\$28,600.00	0.0815	100%	\$2,330.90	25%	\$582.73	\$1,748.18	Pension/Retirement
Medical Insurance	Medical Insurance – Jane Smith	\$100.00	12	100%	\$1,200.00	25%	\$300.00	\$900.00	Medical Insurance
Medical Insurance	Medical Insurance – Jane Smith;	\$120.00	12	100%	\$1,440.00	25%	\$360.00	\$1,080.00	Medical Insurance

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Personnel Benefits Justification:

- If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- If personnel is less than 100%, the fringe benefits must be based upon the percent of time.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Personnel PRN/Overtime:

- PRN positions: Acronym stands for Latin word, "pro re nata," which translates to "as the situation demands." Staff in PRN positions work on an "as needed basis." PRN positions are budgeted positions; however, are considered "temporary employment." Consistent with temporary positions, staff in PRN positions is not eligible for most employment benefits.
- To include PRN/Overtime in your budget, click "Add". To include PRN/Overtime for more than one individual, repeat this step for each person.
- The Total Cost will automatically calculate as Hourly PRN/Overtime Pay x Hours on Project.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

EXAMPLE 1 – Kelly Smith will work approximately 200 hours of PRN/Overtime on the proposed project. Her PRN/Overtime hourly pay rate is \$22.00.

Name	Title	Hourly PRN Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
Kelly Smith	Advocate	\$22.00	200	\$4,400.00	0	0	\$4,400.00

If a salary increase may occur during the contract period, a budget line item should be included to reflect the initial PRN/Overtime hourly pay and to reflect the increase in PRN/Overtime hourly pay.

EXAMPLE 2 – Kelly Smith expects a salary increase 12 months into the contract period. It is anticipated that she will work 100 hours during the first 12 months at an hourly rate of \$22.00/hour, and that she will work another 100 hours during the second 12 months at a an hourly rate of \$24.00/hour (effective 1/1/2017).

Name	Title	Hourly PRN Pay	Hours on Project	% Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
Kelly Smith	Advocate	\$22.00	100	100%	\$2,200.00	100%	\$2,200.00	\$0.00
Kelly Smith – 1/1/2017	Advocate	\$24.00	100	100%	\$2,400.00	100%	\$2,400.00	\$0.00

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Personnel PRN/Overtime Justification:

- If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- If a PRN/Overtime pay rate increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Personnel PRN/Overtime Benefits:

- To include a PRN/Overtime benefit in your budget, click "Add". If an individual is eligible for multiple benefits, repeat this step for each benefit.
- The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

Refer to the Personnel Benefits section above for examples in completing this budget category. If a change in premium or fringe benefit percentage is expected during the contract period, be sure to include a budget line item to reflect the initial rate/percentage and to reflect the change in rate/percentage.

Personnel PRN/Overtime Benefits Justification:

- If PRN/Overtime benefits are included in the budget, provide justification for each PRN/Overtime benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.

- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Volunteer Match:

- If volunteer hours will be included in the Budget as local match, click Add and complete this section. Repeat this step for each type of volunteer match.
- Volunteer hours will be calculated at the rate of \$12.00/hour.
- Under Description of Service to be provided, break volunteer hours down by the type of service to be provided by the volunteers.
- Under Number of Volunteers, indicate the number of volunteers who will be providing the type of service indicated.
- Under Total Hours, indicate the total number of hours to be contributed by volunteers for the type of service that has been included.
- The Total Cost will automatically calculate as Total Number of Hours x \$12.00/hour.

EXAMPLE 1 – Eight volunteers will work the Hotline for a total of 50 hours. Also, three volunteers will work in the Daycare for 10 hours.

Description of Services	Number of Volunteers	Total Hours	Local Match Share
Hotline	8	50	\$600.00
Daycare	3	10	\$120.00

Volunteer Match Justification:

- Outline the specific activities/duties that the volunteers will be conducting.

On-Call Volunteer Match:

- On-call volunteer time can only be claimed as one hour for every four hours on-call unless the on-call person is actively providing direct services to a victim.
- Time spent working with a victim should be claimed as actual time (i.e., Volunteer is on-call for an 8-hour period they are called out to meet a victim at the hospital and spend 2 hours with the victim, this is the only direct services provided during their 8 hours of on-call time. Time claimed is 2 hours direct service and 1.5 hours for the six hours spent on-call for a total of 3.5 hours).
- Local Match Share will be automatically calculated at the one for four time.
- On-call volunteer time used as match will be limited to 50% of the total required match on the grant.

EXAMPLE 1 – Eight volunteers will work the On Call for shelter duty for a total of 100 hours.

Description of Services	Number of Volunteers	Total Hours	Local Match Share
On Call- Shelter	8	100	\$300.00

On-Call Volunteer Match Justification:

- Outline the specific activities/duties that the volunteers will be conducting.

Travel/Training:

Include any travel or training related costs for which funding is requested. Travel or training related costs may include, but not be limited to: registration fees, airfare/baggage, airport parking, lodging, hotel parking, meals, rental car and fuel, mileage, shuttles, taxis, tolls, fleet vehicle mileage, etc.

- To include travel- or training-related costs in the budget, click "Add". Repeat this step to include each expense.
- Registration fees should be included under this budget category.
- Due to the uncertainty of shuttles, taxis, toll roads, and parking, a “Miscellaneous” line can be included to lump these variable expenses. However, the travel justification must explain the “Miscellaneous” line.
- State per diem rates may be found at <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
 - Lodging costs should be reasonably consistent with the State lodging rate.
 - Meal costs (tip included) may not exceed the State per diem rates for the specified location.

Alcoholic beverages must be excluded from requests for reimbursement.

- Travel must be by the most direct, practical route.
- The amount of mileage allowance shall not exceed \$0.37 per mile (**State Rate**). Incidentals will not be allowed. Agency travel policy will apply if such is more restrictive than those mentioned herein. The agency will need to attach their mileage policy.
- The Total Cost will automatically calculate as Unit Cost x Duration x Number.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.

EXAMPLE 1 – As an Advocate, Jane Smith is requesting to attend the 3-day Missouri Victim Services Academy (MVSA) training. She will need lodging for 4 nights at the State per diem rate of \$95.00/day, meals for 4 days at a State per diem rate of \$39.00/day, mileage allowance for driving her personal vehicle for 100 miles at \$0.37/mile, and registration costing \$130.

Item	Category (Select from drop down box)	Unit Cost (Amount or rate per mile, month, day, ticket, etc)	Duration (Number of months, miles, days, etc)	Number (Number of vehicles, people, rooms, etc)	Total Cost	Local Match %	Local Match Share	Federal/ State Share
MVSA - Lodging	Lodging	\$95.00	4	1	\$380.00	0	0	\$380.00
MVSA - Meals	Meals	\$39.00	4	1	\$156.00	0	0	\$156.00
MVSA – Mileage	Mileage	\$0.37	100	1	\$37.00	0	0	\$37.00
MVSA– Registration	Registration Fee	\$130.00	1	1	\$130.00	100	\$130.00	\$0.00

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Travel/Training Justification:

- If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such. Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.
- Misc. training must receive prior approval from DPS.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Equipment:

- To include equipment in the budget, click "Add". To include more than one item, repeat this step for each budget item.
- Equipment is defined as tangible property, having a useful life of more than one year. Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible. Items not meeting these guidelines should be listed in the Supplies/Operations budget category.
- Vendor quotes, if available, may be uploaded under the "Other Attachments" component.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Equipment costs should be reasonable and necessary to providing direct services to victims of crime.
- Any equipment requested should be prorated if used for purposes other than for providing direct services.

EXAMPLE 1 – Jane Smith requests to purchase a replacement desktop computer. The computer was priced from Dell at \$1,000 each, plus \$20 shipping.

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal / State Share
Desktop Computer	Dell	\$1,020.00	1	None	100%	\$1,020.00	100%	\$1,020.00	\$0

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Equipment Justification:

- If equipment is included in the budget, provide justification for each item. Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Supplies/Operations:

- To include a supply or operational expense in the budget, click "Add". To include more than one supply or operational expense, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- Supplies/Operations must be prorated based on the proposed VAWA budget.
- Membership dues, etc. cannot be requested (ineligible costs).
- The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing these items.
- The following list constitutes "Office Supplies" for the grant project. An "office supplies" line item can be included on the Supplies/Operations Budget Page in reference to this approved list. You do not need to list separately any of the items contained in the list.

If you are requesting funding for an item that is not contained within the list, you will need to show that item(s) separately on the Supplies/Operations line item.

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, toner and print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, flash drives and blank cd's, pencil/supplies holder, adding machine tape, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box, binders, calculators. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

EXAMPLE 1 – Jane Smith requests office supplies (pens, pencils, paper, toner cartridges, staples, paper clips, rubber bands, batteries, postage, etc) averaging \$25/month for the 24 month contract period.

EXAMPLE 2 – Jane Smith also requests office telephone service for the 24 month contract period, which is shared with the department, however, only 63% of the agency funding comes from VAWA. The telephone service costs \$70/month.

EXAMPLE 3 – Jane Smith also requests internet service. The internet provider has indicated a rate increase from \$45/month to \$50/month after 12 months of the contract period (effective the October 2014 billing).

EXAMPLE 4 – Jane Smith also requests the Utilities (electric, water, sewer, and trash) be funded. (**Remember these items must be prorated**) These services average \$150/month. However, only 63% of the agency funding comes from VAWA.

EXAMPLE 5 – Jane Smith requests Office Rent. (**Remember this item must be prorated**) The landlord has indicated a rate increase from \$400/month to \$450/month after 12 months of the contract period (effective January 2017). Remember only 63% of the agency funding comes from VAWA.

Item	Basis for Cost Estimate (Select from drop down box)	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
Office Supplies	Monthly	\$25.00	24	100%	\$600.00	0	0	\$600.00
Office Telephone	Monthly	\$70.00	24	63%	\$1058.40	0	0	\$1058.40
Internet (Jan to Dec)	Monthly	\$45.00	12	100%	\$540.00	0	0	\$540.00
Internet (Jan to Dec)	Monthly	\$50.00	12	100%	\$600.00	0	0	\$600.00
Utilities (Electric, Water, Sewer, & Trash)	Monthly	\$150.00	24	63%	\$2,268.00	0	0	\$2,268.00
Office Rent (Jan to Dec)	Monthly	\$400.00	12	63%	\$3,024.00	0	0	\$3,024.00
Office Rent (Jan to Dec)	Monthly	\$450.00	12	63%	\$3,402.00	0	0	\$3,402.00

****THE TEXT ENTERED UNDER THE ITEM COLUMN IS HOW THE LINE ITEM WILL DISPLAY ON THE CLAIM FORM IF YOUR APPLICATION IS SUCCESSFUL.**

Supplies/Operations Justification:

- If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.

- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If your agency prorated any supplies, please explain.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Contractual:

- To include contractual services in the budget, click "Add". To include more than one type of contractual service, repeat this step for each budget item.
- The Total Cost will automatically calculate as Unit Cost x Quantity.
- The Local Match Share will automatically calculate as Total Cost x Local Match %. The Federal/State Share will then automatically calculate as Total Cost less Local Match Share.
- **The maximum amount that may be reimbursed for contractual expenses is \$81.25/hr or \$650 per day.**

EXAMPLE 1 – Jane Smith requests to hire a Therapist to counsel victims 60 hours and charges a rate of \$35/hour.

Item	Basis for Cost Estimate <i>(Select from drop down box)</i>	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/ State Share
Therapist	Hourly	\$35.00	60	100%	\$2,100.00	0	0	\$2,100.00

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Contractual Justification:

- If contractual services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.
- If using Match in this section please identify who will be providing these funds and describe the source of the funds.
- If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.
- If contractual budget items are necessary for the VAWA project, you must have a written contract for those services.

- A draft contract should be submitted with the application outlining what services will be performed, who will perform the requested contractual services, when they will be performed, and the rate at which they will be performed.
- A final signed contract for services must be submitted prior to reimbursement.
- **There is not a separate supplanting section in the WebGrants system. Therefore, all agencies need to address supplanting in each budget section.**
- 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.
- **Supplanting DOES apply to non-profit agencies as well as government agencies.**

Then click the Save button:

Then Mark as Complete:

Cost Assumption:

Describe how the Project Agency plans to continue the activities of this project if VAWA funds would no longer be available to the Project Agency.

- Complete the form – This section has a 10,000 character limit.

Then click the Save button: in the upper Right hand corner:

Then Mark as Complete:

VAWA Data Form:

- Complete the form by clicking Edit in the upper Right hand corner.
- Prorate the VAWA Funds Requested by putting the percentage by the types of victims to be served: (Please give your best estimates.)
- Indicate the anticipated number of victims to be served by this VAWA funded project:
- If a domestic violence shelter, indicate the anticipated breakdown of residential, non-residential victims to be served, and the anticipated number of bed nights provided for this VAWA funded project:
- Then click Save to check you percentages.
- Make sure your percentages come out to 100%.

Then Mark as Complete:

Other Funding Sources:

This form should be used to list any other funds used for the grant project (i.e. any salary, fringe benefits, etc. not covered by the grant).

- To add Other Funding Sources, click Add in the upper left hand corner. Then click Save when finished.
- To add more Sources repeat the process above and click Save when finished.

Then Mark as Complete:

Audit Requirements:

This form is necessary for the Missouri Department of Public Safety to gather general audit information relating to your agency. The Federal and State amounts listed should be for your entire agency. If awarded federal/state grant funds under this application, you will be required, at a later date, to submit a copy of your agency's last financial audit if you meet the requirements.

- Complete the form

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Required Attachments: Scanner may be required

- To add Required Attachments, click on the attachment you would like to add and upload the document. Please scan named documents into one document. Then type the description of the document and then click Save when finished. **Please scan all like document into one file (i.e. all job description should be in one file)**
- To add more Attachments repeat the process above and click Save when finished.

Then Mark as Complete:

Other Attachments: Scanner may be required

- This attachment section is for any other information you would like to provide about your agency (i.e. surveys, victim letters). Please scan named documents into one document. To add Other Attachments, click on the attachment you would like to add and upload the document, type the description of the document and then click Save when finished. **Please scan all like document into one file (i.e. all job description should be in one file)**
- To add more Attachments repeat the process above and click Save when finished.

Then Mark as Complete:

Consultation with Victim Services Form:

- This form should be completed by the Authorized Official
- Complete the form

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

Application Certified Assurances:

- This form should be completed by the Authorized Official.
- Complete the form

Then click the Save button in the upper Right hand corner:

Then Mark as Complete:

*Once all of the sections are “**Marked Complete**” please review all sections by printing out a copy of the application in the **Preview** look and proofing the application. You should also click on each of the attachments

to ensure that they can be opened and are readable. Once you feel the application is ready for submission click the **Submit** button and wait for your confirmation.* **Once submitted, you may not make changes to the application.**

SUBMITTING THE APPLICATION

Applications must be submitted through WebGrants no later than 11:59 p.m. on September 18, 2015. Proposals cannot be submitted after this date and time so applicants are encouraged to begin the process immediately to meet the application deadline. Applications submitted through any means other than WebGrants will not be considered for funding.

NOTE: If the applicant experiences unforeseen **WebGrants technical issues** beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact the Department of Public Safety staff by email **within 24 hours after the deadline** and request approval to submit the application. In that email the applicant must include: **a description of the technical difficulties, a timeline of submission efforts, screen shot of the error code and any other information as necessary. DPS will then consider all submitted information to determine if the application will be accepted. Please send all emails to cvsu@dps.mo.gov**

The Applicant shall submit all data as requested and required within the application forms. Failure to submit all required data could disqualify the proposal from further consideration. Applicants will not be contacted if they fail to submit all required data.

A separate application must be submitted for each project (if the scope of the project differs).

NOTE: Portions of the application submitted under separate cover (letters of collaboration or missing sections of the application) will not be placed with the original application. Carefully review your application to ensure that all required forms and documentation are submitted with the original application and copies. DPS will not open, correct or send back any applications once submitted.

APPLICATION REVIEW PROCESS

Competitive Bid Process

A peer review panel of various individuals from the Missouri Department of Public Safety and individuals from outside the department who do not have a personal financial interest in this program will be convened to review all the proposals received by the deadline as indicated above.

The peer review panel changes for each grant process and from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints on the issues surrounding victim services is expressed and utilized in the evaluation process. The Department of Public Safety staff provides a source of continuity in the review panel process.

Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but not limited to:

- Underserved Populations
- Geographic Diversity
- Demonstration of need
- Score of Application
- Past Performance
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s);
- Demonstration that Victims of Crime Act grant monies will not be used to supplant state and local funds.
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- Demonstration that the applicant agency has identified support and contributions for this project from sources other than the Victim of Crime Act funds;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Experience and expertise of the agency in the field of victim services;
- Overall quality of the application.

Applicants will not be contacted if an item is missing from the application.

The Department of Public Safety is required to make award decisions based on a competitive bid process. The funding requests are often for two to three times the funds available to disperse. Because of these circumstances, the review panel is expected to make some very difficult decisions. With the final approval of the director/designee of the Department of Public Safety, applicants will be notified of the decisions made by the review panel. Applicants will also be provided information on strengths and issues/concerns with the application/project.

DEPARTMENT OF PUBLIC SAFETY CONTACTS

Any questions regarding the application or the administration of your contract may be directed to the Crime Victim Services Unit at phone: 573-526-1464 or E-mail: CVSU@dps.mo.gov

AWARD AND ACCEPTANCE OF CONTRACT

AWARD OF CONTRACT

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the *Award of Contract* document. This award document identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the Contract Period, amount of federal or state funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the *Award of Contract* document.

The contract between the DPS and the Sub-grantee shall consist of (1) the Request for Proposal/Application Packet and any amendments thereto, and (2) the proposal submitted by the Sub-grantee in response to the RFP And any approved amendments thereto. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and /or referenced in the RFP shall govern. However, the DPS reserves the right to clarify any contractual relationship in writing with the concurrence of the Sub-grantee and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Sub-grantee's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern. The Sub-grantee is cautioned that his proposal shall be subject to acceptance by the DPS without further clarification.

ACCEPTANCE OF AWARD

To accept the grant award, the Contractor must print and return the following documents:

1. **Award of Contract** – this form must contain original signatures by the Authorized Official and Project Director, listed within the grant application, affirming acceptance of the award
2. **Application** – a copy of the submitted application must be printed from WebGrants to establish a file for the Missouri Department of Public Safety, Office of the Director
3. **Certified Assurances** – this form must contain original signatures by the Authorized Official and Project Director, listed within the grant application, certifying compliance with all federal or state laws, circulars, statutes, and guidelines and affirming they have read and will comply with all terms and conditions of the grant program. *If new or differing requirements have been imposed on the grant program since the time of application, the Certified Assurances form that must be signed may reflect those changes.*
4. **Financial and Administrative Guidelines** – These guideline must contain original signatures by the Authorized Official and Project Director, listed within the grant application, certifying compliance with all grant regulation listed in the guidelines (financial reporting, administrative record keeping, monitoring policies etc.)

These documents must be returned to the Missouri Department of Public Safety within 45 days from the date of award. No grant funds shall be disbursed to the Contractor until the above documents have been received by the Missouri Department of Public Safety, Office of the Director.

The Sub-grantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Sub-grantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Sub-grantee's performance under the contract, the Sub-grantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS 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 Sub-grantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Sub-grantee under the terms of the contract.

The Sub-grantee agrees that they will represent themselves to be an independent Sub-grantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Sub-grantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

CANCELLATION CONDITIONS

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.