

2018-2019 STOP-Violence Against Women Act Grant Program

Notice of Funding Opportunity Workshop
September 6, 2017



Crime Victim Services Unit Program Staff

- Tina Utley, Program Specialist
- Kristina Kirchhoff-Welch, Program Representative
- Michelle Parks, Program Representative
- Katrina Prenger, Program Specialist
- Jenna Ridge, Program Representative

2018-2019 VAWA Contract Period

**January 1, 2018
through
December 31, 2019
(2 year Grant)**

What is STOP?

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) and the Violence Against Women Act of 2013 (VAWA 2013).

Primary Purpose of STOP

To encourage the development and strengthening of effective responses to sexual assault, domestic violence, dating violence, and stalking.

Statutory Fund Allocation

Funds must be distributed to certain funding categories:

- Law Enforcement 25 %
- Prosecution 25%
- Courts 5%
- Discretionary 15%
- Victim Services 30%
 - Culturally Specific 10% of the 30%

- 20% of the total amount granted shall be allocated to projects in 2 or more allocations that meaningfully address sexual assault.

Eligible Applicants

- Public Agencies

- Certification of consultation with victim service programs
- Law Enforcement
 - Officers Certified
 - UCR Compliance

- Nonprofit Agencies

- Must submit proof of nonprofit (501©3) status

Compliance Eligibility

- Comply with Federal Rules which regulate grant
- Comply with State Criteria
- Maintain Civil Rights information
- Comply with Non-Discrimination requirements
- Comply with Federal Fair Labor Standards Act
- Provide access to services for persons with Limited English Proficiency
- Provide services regardless of immigration status

Eligibility

- Forensic Exams

- Cannot require participation in criminal justice system or cooperation with law enforcement

- Polygraph

- Cannot be requested or required of a sexual assault victim as a condition for proceeding with criminal investigation

Eligibility

- Confidentiality
 - May not release identifying information without written release unless required by statute or court order.

- Service Standards
 - Comply with the Missouri Coalition Against Domestic & Sexual Violence (MCADSV) Service Standards and Guidelines or for agencies not primarily serving domestic or sexual assault victims, comply with the MoCVSU Standards and Guidelines.

Supplanting

- Federal funds must be used to **supplement** existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.
- Supplanting will be reviewed during the application process, post-award monitoring, and audit.

Allowable Services

- Personnel, training, technical assistance, evaluation, data collection, and equipment costs to enhance apprehension, prosecution, and adjudication of persons committing violent crimes against women.
- Enhance services that meet the needs of women victimized by violence.

Allowable Services

- Civil Justice Assistance
 - 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.

Allowable Services

■ Children's Services

- May support complementary services for victims families

■ Batterer's Intervention Program

- BIP may be supported if the intervention is part of a graduated range of sanctions, and uses the coercive power of the criminal justice system to hold abusers accountable

Eligible Costs

- Personnel
- Travel
- Supplies/Operations (necessary in provision of services)
- Contractual Expenses
- Equipment (necessary in provision of services)
- Audit Cost (if required)
- Indirect Costs

Unallowable Costs/Services

- Lobbying
- Research Projects
- Purchase of Property
- Divorces and Legal Separations
- Fundraising
- Physical Modifications to Buildings
- Property Loss
- Most Medical Costs

Unallowable Costs/Services

- Relocation Expenses
- Cost of sending individual victims to conferences
- Activities exclusively related to crime prevention
- Construction Costs
- Automobiles
- Professional Dues, subscriptions, memberships
- Bonuses or commissions

Match

- Applies to public agencies only
- 25% of total project cost must be from non-federal sources
- Cash or In-Kind
- Local match is restricted to same use as federal funds
- Records must be maintained for matching funds

Eligible In-Kind Match

- Volunteer Time
 - Direct service to victims
 - \$18.00/hour
 - Volunteers cannot be employees
- Non-Monetary contributions/donations
- Donated Equipment
 - Fair Market Value
- Space
 - Fair Rental Value as determined by appraisal or realtor
 - Cannot donate space to self

Eligible Cash Match

- Source

- Attributable to line items in grant budget
 - Salary
 - Fringe Benefits
 - Mileage

STOP Purpose Areas

- Training criminal justice personnel to more effectively identify and respond to violent crimes against women.
- Developing, training, or expanding criminal justice units specifically targeting violent crimes against women.
- Developing and implementing more effective criminal justice policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women.
- Developing, installing, or expanding data collection and communication systems for criminal justice agencies.

STOP Purpose Areas

- Developing, enlarging, or strengthening victim services and legal assistance programs.
- Supporting multidisciplinary efforts to coordinate the response of agencies to violent crimes against women.
- Training of sexual assault forensic medical personnel examiners.
- Developing, enlarging, or strengthening programs to assist agencies to address the needs of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault.

STOP Purpose Areas

- Providing assistance to victims of domestic violence and sexual assault in immigration matters;
- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives.
- Jessica Gonzales Victim Assistants – LE Advocate
- Crystal Judson Domestic Violence Advocates – Funding that pertains to policy advocacy and training on incidents of DV committed by LE personnel

STOP Purpose Areas

- 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.
- Developing, implementing, or enhancing Sexual Assault Response Teams.
- 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.
- Developing, enlarging or strengthening programs addressing sexual assault in correctional or detention settings.

STOP Purpose Areas

- Identifying and conducting inventories of backlogs of sexual assault evidence collection kits.
- Developing, enlarging, or strengthening projects to provide services to victims whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
- Developing, enhancing, or strengthening prevention and educational programming, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

Notification of Funding Opportunity (NOFO) Packet

- The following items are addressed in detail in the NOFO Packet
 - Statutory Purpose Areas
 - Program Priorities
 - Definitions
 - Eligibility Requirements
 - Eligible Organizations
 - Allowable Services, Activities, & Costs
 - Unallowable Services, Activities, & Costs
 - Completing and Submitting the Application

- The Packet can be obtained at <http://dps.mo.gov/dir/programs/cvsu/>

Application Process and Review

- This is competitive bid

- Review panel
 - Various individuals from the Department of Public Safety
 - Individuals from outside the Department who do not have a personal financial interest in this grant
 - The review panels change for each grant process and from grant cycle to grant cycle

Grant Application Instructions

- Missouri Department of Public Safety WebGrants System
- <https://dpsgrants.dps.mo.gov>



Required Information for WebGrants

- Acquire a DUNS (Data Universal Numbering System) Number
 - www.dunandbradstreet.com
 - 1-866-705-5711
- **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.

Registering with WebGrants

- Register as a User in WebGrants
 - <https://dpsgrants.dps.mo.gov>
 - Applicants must **register** no later than 5 pm on Friday, October 6, 2017
- Each applicant agency should designate one individual for the purposes of registering and assigning new registrants
- Only the registered user of the application will be notified of the application results

The Application

- Comprised of “forms”
- Each form gives instructions of what information is necessary
- Very important to read these instructions, they have **CHANGED**

General Information Form

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

Contact Information Form

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

Contact Information Form

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

Project Summary Form

- Provides further general information about the agency and project:
 - Application Type
 - Current Contract Number
 - Program Category
 - Project Type
 - Geographical Area to be served
 - Brief Summary
 - Program Income

Statement of the Problem Form

- Defines the problem which the project will attempt to impact
- Presents evidence to demonstrate the need
 - Local crime statistics
 - Population information
 - Agency statistics

Type of Program Form

- Describes your agency
- Addresses the Services that this project will provide
- Addresses how the agency is in compliance with MCADSV or MoCVSU Service Standards
- Address how the victim accesses services
- Describes who you collaborate and coordinate with

Consultation with Victim Services

- Prosecution, Law Enforcement and Court applicants are required to consult with victim service programs during the course of developing their grant applications.

Number of Victims to be Served

- Indicate the anticipated number of victims to be served by this 2 year project.
- Provide the basis for the estimate
- Break out the number of men, women, and children separately
- Should match the “VAWA Data Form”
- If serving multiple counties, please provide a breakdown

Goal and Measurable Objectives Form

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.

Objectives: The objectives are provided within WebGrants

Evaluation Procedure Form

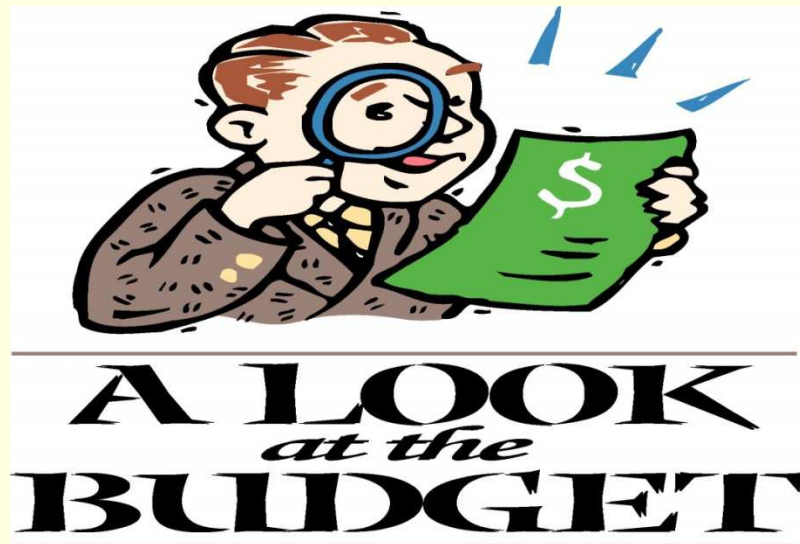
- Describes the process used to determine the success of your project.
- Must tie back to objectives.
- Explain how each of the objectives chosen will be measured
- If using surveys to measure outcomes, attach a blank survey in Other Attachments

Report of Success Form

- Must list the Goal and Objectives from the current contract and give results to-date
- The outcomes should provide actual numbers in addition to the percentages
- New projects do not have to address

Budget Forms

- List funding requests for budget categories
- Each category requested must include justification



Budget Forms

- In the “Budget Justification” sections
 - Do not simply re-list the items you are requesting
 - JUSTIFY the need and the expense of each item.
 - If an increase and/or new line item is being requested, explain why it is being requested and how the agency has paid for this expense in the past.

Narrative

Budget Forms (cont' d)

■ Personnel

- Minimum 10% time on grant can be requested
- Salary is configured based on pay period (not monthly salary) – **Remember 2 year grant cycle**
- If an increase is anticipated, different salary rates should be separated by line and date provided within the name area
- Fringes must be line itemized and prorated according to percentage time on grant
- Justification:
 - Provide experience and education
 - Provide the reason (COLA/Merit), percentage, and effective date for any salary increases
 - **Provide the source of match (if match provided)**

Budget Forms (cont' d)

■ PRN/Overtime

- 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 are not eligible for most employment benefits.
- Justification:
 - Provide explanation of the need for the PRN/Overtime positions

Budget Forms (cont' d)

- Volunteer Match
 - Provide Description
 - Automatically calculates at \$18.00/hour
 - Employees (or Board members) cannot be volunteers
 - Justification
 - Provide the specific activities/duties of the volunteers

Budget Forms (cont' d)

- Travel

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

Budget Forms (cont' d)

- Travel (cont' d)
 - Meals and lodging: Per diem rates should be used to estimate costs
 - Misc. training can be requested
 - Provide justification of any travel

Budget Forms (cont' d)

- Equipment

- *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$1,000.

Budget Forms (cont' d)

- Equipment continued
 - Must be reasonable and necessary to providing direct services to victims of crime
 - If used for purposes other than VAWA, the costs must be prorated
 - Remember to provide match amount (if applicable)

Budget Forms (cont' d)

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

Budget Forms (cont' d)

- Supplies/Operations (cont' d)
 - Requested printed items must be pre-approved by our office
 - Remember to show match amount (if applicable)

Budget Forms (cont' d)

- Contractual
 - Agency must submit a copy of contract
 - Must outline the services to be provided
 - Time frame services will be provided
 - The cost associated with providing the services

Budget Forms (cont' d)

- Contractual (cont'd)
- Indirect costs are requested on this form
 - Federally-Approved Indirect Cost Rate
 - De Minimus Rate
 - Cost Allocation Plan

VAWA Data Form

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

Audit Requirements Form

- Addresses federal and state funding received by the agency
- Single Audit
 - Audit is required to be submitted when over \$750,000 in Federal funds are expended during the agency fiscal year (from any Federal source)

Required Attachments Form

- Required
 - Agency Organization Chart (Names and Titles)
 - Job Descriptions and **Pay Stubs** for individuals involved with grant
 - Most recent Profit/Loss Statement
 - Agency Budgets (current AND previous)
 - Letters of Collaboration (at least 3) or a memorandum of understanding with at least 3 agencies
 - Agencies most recent audit
 - Agency Policies relating to:
 - Internal Controls
 - Procurement
 - Travel
 - Other fiscal policies
 - Financial guide/policy
 - Acknowledgement of Confidentiality and Privacy Provisions

Required Attachments Form

- Required, if Applicable
 - Copy of Contractual Agreement
 - Indirect Cost Rate Agreement
 - Board of Directors List (Names and Titles)
 - 501(c)3 Status Letter

Other Attachments Form

- Optional, may include:
 - Copy of client surveys
 - Etc.

Consultation with Victim Services Form

- Typed name of Authorized Official legally binds agency to compliance with assurances

Application Certified Assurances Form

- Typed name of Authorized Official legally binds agency to compliance with assurances

Application Deadline

- Applications must be submitted no later than 5 pm on Friday, October 13, 2017.
- All information/documents must be submitted with the final application via WebGrants. Missing or late information/documents will not be accepted.

Final Tips

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

Final Tips

- Avoid submitting registration and application close to deadlines in the event technical problems arise.
- If unforeseen WebGrants technical issues arise, only then will a late application be considered. (Please see Application Packet for more information.)
- **Please review all documents before submitting application.**
- **Do Not Send Locked Documents!**

Final Tips

- **Remember important deadlines:**

- WebGrants Registration: no later than 5 p.m. on October 6, 2017

- Applications submitted: no later than 5 p.m. on October 13, 2017

Online Resources

- <http://dps.mo.gov/dir/programs/cvsu/stopvawa.php>
 - NOFO Workshop Power Point Presentation
 - 2018 - 2019 VAWA NOFO Packet
 - Service Standards and Code of Ethics
 - Link to WebGrants

Questions?

