



Missouri Department of  
**Public Safety**

**Crime Victim Services  
and Juvenile  
Justice Unit**

## **NOTICE OF FUNDING OPPORTUNITY**

### **2020-2021 STOP Violence Against Women Act (VAWA)**

**Awarding Agency:**

The Missouri Department of Public Safety

**Funding Opportunity Title:**

2020-2021 STOP Violence Against Women Act (VAWA)

**CFDA#:**

16.588

**Announcement Type:**

Competitive

**Release Date:**

October 3, 2019

**Funding Opportunity Performance Period:**

January 1, 2020 to December 31, 2021

**To Apply:**

Submit an electronic application via the DPS WebGrants System at:

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

## **APPLICATION DEADLINE:**

# **12:00 p.m. (NOON) November 7, 2019**

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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)**, supports communities in their efforts to develop and strengthen effective responses to sexual assault, domestic violence, dating violence and stalking.

The STOP program was authorized under the Violence Against Women Act (VAWA) and subsequent legislation. The STOP Program is administered at the federal level by the Office on Violence Against Women (OVW) which is a component of the United States Department of Justice (DOJ) 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**, the DOJ Financial Guide, and the conditions of the award.

### 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 subrecipient;
- 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. Of the 30% allocated for victim service programs, 10% must be allocated to culturally specific community-based organizations. These are statutory requirements. 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 allocation categories 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.

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, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) 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, domestic violence, dating violence, and stalking.
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, domestic violence, dating violence, and stalking, 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, domestic violence, dating violence, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking 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, domestic violence, dating violence, and stalking.
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
7. 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, dating violence, and stalking.
8. 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.
9. 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 sexual assault, domestic violence, dating violence, or stalking, 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.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
12. 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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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.
13. 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 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.
  - d. Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years. 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, and ensure that all subgrantees satisfy the requirements of this paragraph.
14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to sexual assault, domestic violence, dating violence, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. 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.
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
18. 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.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of sexual assault, domestic violence, dating violence, 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 [of the United States Code.]
20. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not with not more than 5 percent of the amount allocated to a state to be used for this purpose.

## PROGRAM PRIORITIES

The STOP Formula Grant Program continues to emphasize the implementation of comprehensive strategies addressing violence against women that are both sensitive to the immediate and long-term needs and safety of victims, and hold offenders accountable for their behavior. Agencies should seek to carry out these strategies by forging lasting partnerships between victim service providers and the criminal justice system.

In shaping the strategies, OVW encourages states and territories to support projects that:

1. Improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced domestic violence, sexual assault, dating violence, or stalking.
2. Increase support for survivors of sexual assault, including services, law enforcement response, and prosecution.
3. Meaningfully increase access to OVW programming for specific marginalized and/or underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).
4. Increase the use of promising, evidence-based, and evidence-building practices, where available

## 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 a nonprofit, nongovernmental, or tribal organization that serves a specific geographic community 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.

**Courts** – The term “courts” means any civil or criminal, tribal, and Alaska Native Village, Federal, State, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.

**Culturally specific** - the term “culturally specific” means “primarily directed toward racial and ethnic minority groups, as defined in section § 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g)).<sup>8</sup>” The Public Health Service Act defines “racial and ethnic minority groups” as follows: (1) The term “racial and ethnic minority group” means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics. (2) The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

**Culturally Specific Services** – the term “culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

**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 length of the relationship;
  - b. The type of 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** – in person or telephone services to clarify issues and provide emotional support, information, and assistance to victims in crisis arising from the occurrence of crime.
- **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.
- **Support Group** – voluntary group sessions with victims to provide emotional support, information, and education to assist in healing and recovery including self-help, peer, social support, life skills, etc.
- **Crisis Hotline** – the operation of a 24-hour, everyday service in which a telephone line is answered by a qualified, trained advocate who provides crisis intervention, information and referrals.
- **Shelter Coverage** – support services for victims in short-term and long-term housing
- **Information and Referral** – in-person contacts with victims during which time services and available support are identified.
- **Case Management** – interactions, advocacy, and assistance provided to victims to obtain services, develop safety plans, provide resources, etc.
- **Criminal Justice Support/Advocacy** – information, support, assistance, accompaniment and intervention provided to victims at any stage of the criminal justice process.
- **Emergency Legal Advocacy** – assistance with obtaining ex-parte and protective orders.
- **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.
- **Personal Advocacy** – assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance and intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurer programs, including workers’ compensation, unemployment benefits, and public assistance; and accompanying the victim to the hospital.
- **Telephone contact** – contact with victims to provide information about services and available support.

**Domestic Violence** – the term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 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 person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. 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 455.010, RSMo, domestic violence in the state of Missouri is defined as “abuse or stalking committed by a family or household member”. A “family or household member” is further defined as “spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a

romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time”.

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

- A) The examination should include at a minimum:
  - a. Gathering information from the patient for the forensic medical history;
  - b. Head-to-toe examination of the patient;
  - c. Documentation of biological and physical findings; and
  - d. Collection of evidence from the patient.
- B) Any costs associated with the items listed in this section, such as equipment or supplies, are considered part of the “forensic medical examination.”
- C) The inclusion of additional procedures (e.g., testing for sexually transmitted diseases) may be determined by the State, Indian tribal government, or unit of local government in accordance with its current laws, policies, and practices.

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

**In-Kind Contributions** – non-monetary contributions and donations received from individuals, agencies, associations, organizations, etc., by the applicant agency. In-kind may be in the form of services, supplies, real property, and equipment.

**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.
- Intake or referral, by itself, does not constitute legal assistance.

**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 and intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurer programs, including workers’ compensation, unemployment benefits, and public assistance; and accompanying the victim to the hospital.

**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) Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);

- D) A social security number, driver license number, passport number, or student identification number; and
- E) Any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

**Prevention** - the term “prevention” includes both primary and secondary prevention efforts. “Primary prevention” means strategies, programming, and activities to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic violence, dating violence, sexual assault, and stalking before they occur. “Secondary prevention” is identifying risk factors or problems that may lead to future domestic violence, dating violence, sexual assault, or stalking and taking the necessary actions to eliminate the risk factors and the potential problem. “Prevention” is distinguished from “outreach,” which has the goal of informing victims and potential victims about available services.

**Prosecution** – the term “prosecution” means any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus (such as governmental victim services programs). Public agencies that provide prosecution support services, such as overseeing or participating in Statewide or multi-jurisdictional domestic violence, dating violence, sexual assault, or stalking task forces, conducting training for State, tribal, or local prosecutors or enforcing victim compensation and domestic violence, dating violence, sexual assault, or stalking-related restraining orders also fall within the meaning of “prosecution” for purposes of this definition.

**Public Agency** – the term “public agency” means any State, unit of local government, combination of such States or units, or any department, agency, or instrumentality of any of the foregoing.

**Sexual Assault** – the term “sexual assault” means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** - The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

**Subgrantee or subrecipient** – agency receiving grant funding from the Missouri Department of Public Safety.

**Supplanting** - using funds received through the **STOP Program** to replace State, local, or other non-Federal 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 grant 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.

**Underserved Populations** – the term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and 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.

**Unit of Local Government** - For the purpose of this part, a “unit of local government” is any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State. The following are not considered units of local government for purposes of this part:

- A) Police departments;

- B) Pre-trial service agencies;
- C) District or city attorneys' offices;
- D) Sheriffs' departments;
- E) Probation and parole departments;
- F) Shelters;
- G) Nonprofit, nongovernmental victim service agencies including faith-based or community-based organizations; and
- H) Universities.

**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 service provider** - the term “victim service provider” means a nonprofit, nongovernmental organization or rape crisis center, that assists domestic violence, dating violence, sexual assault, or stalking victims, including 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 or Services** – the terms “victim services” and “services” mean services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

**Victim Services Division or Component of an Organization, Agency, or Government** - the term “victim services division or component of an organization, agency, or government” refers to a division within a larger organization, agency, or government, where the division has as its primary purpose to assist or advocate for domestic violence, dating violence, sexual assault, or stalking victims and has a documented history of work concerning such victims.

**Youth:** The term “youth” means a person 11 to 24 years old, who is a victim of domestic violence, dating violence, sexual assault or stalking.

## 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 590.195, subsection 3 states that "any law enforcement agency that commissions a peace officer in violation of this chapter or that is otherwise in violation of any provision of this chapter shall not be eligible to receive state or federal funds that would otherwise be paid to it for the purpose of training and licensing peace officers or for any other law enforcement, safety, or criminal justice purpose";
    - 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.** There is a 25 percent match requirement imposed on grant funds under this program. A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services. Funds from other federal sources may not be used as match. 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).

Nonprofit victim service agencies are exempt from the match requirement. For an agency to qualify under this exclusion, the recipient must be an organization that is recognized by the Internal Revenue Service (IRS) as a tax exempt organization described in section 501(c)(3) of Title 26 of the United States Code.

For the purposes of this program, In-kind match may include donations of equipment; office supplies; work space; or the monetary value (calculated at \$18.00 per hour) of time contributed by volunteers, if the

services provided 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 equipment may not exceed its fair rental 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 a privately owned building in the same locality. (Please note agencies CANNOT donate space to themselves).

**All sources designated as match are restricted to the same requirements as funds allocated under the STOP program and must be documented in the same manner as STOP program funds, including financial and programmatic reports.**

**Timing of Matching Contributions:** Match must be expended within the grant period. It does not need to 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 which clearly show the source, the amount, and the timing of all matching contributions. 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 Subrecipient'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 funds.
- 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.

Federal (STOP) funds = Total project cost x 25% = match  
75%

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

\$60,000 (federal STOP funds) divided by 75% = \$80,000 total project cost x 25% = \$20,000 match

3. **Non-Supplantation.** Any Federal funds received shall be used to supplement, not supplant, non-Federal funds that would otherwise be available for activities.
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 ([https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/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 Part 42, Subpart E, 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 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

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.

No subrecipient 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 in any program or activity funded in whole or in part by OVW.

The VAWA nondiscrimination grant condition provides an exception to the prohibition on sex discrimination in certain instances:

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 ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. "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.** The Subrecipient assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating 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, modification, dismissal, withdrawal, 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.** The state or territory or another governmental entity must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. The state or territory must coordinate with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims. No state or territory or other governmental entity 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 law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.
17. **Activities that Compromise Victim Safety and Recovery.** The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, agencies may not use STOP funds to support these activities:
  - Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;

- Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services;
- Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services;
- Procedures or policies that fail to include conducting safety planning with victims;
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
- The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
- Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged;
- Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
- Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.
- Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator;
- Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely;
- Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
- Policies and procedures that fail to account for the physical safety of victims;
- Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act; and
- Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

## **18. Nondisclosure of Confidential or Private Information.**

### **(1) 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 subrecipients under this part shall protect the confidentiality and privacy of persons receiving services.

### **(2) Nondisclosure.**

(i) Subject to paragraph (3) of this section, grantees and subrecipients shall not disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subrecipients' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected.

(ii) This paragraph applies whether the information is being requested for a Department of Justice grant program or another Federal agency, State, tribal, or territorial grant program. This paragraph also limits disclosures by subrecipients to grantees, including disclosures to Statewide or regional databases.

(iii) This paragraph also applies to disclosures from the victim services divisions or components of an organization, agency, or government to other non-victim service divisions within an organization, agency, or government. It also applies to disclosures from victim services divisions or components of an organization, agency, or government to the leadership of the organization, agency, or government (e.g., executive director or chief executive). Such executives shall have access without releases only in extraordinary and rare circumstances. Such circumstances do not include routine monitoring and supervision.

### (3) Release.

(i) Personally identifying information or individual information that is collected as described in paragraph (2) of this section may not be released except under the following circumstances:

(A) The victim signs a release as provided in paragraph (3) (ii) of this section;

(B) Release is compelled by statutory mandate, which includes mandatory child abuse reporting laws; or (C) Release is compelled by court mandate, which includes a legal mandate created by case law, such as a common-law duty to warn.

(ii) Victim releases must meet the following criteria—

(A) Releases must be written, informed, and reasonably time-limited. Grantees and subrecipients may not use a blanket release and must specify the scope and limited circumstances of any disclosure. At a minimum, grantees and subrecipients must: Discuss with the victim why the information might be shared, who would have access to the information, and what information could be shared under the release; reach agreement with the victim about what information would be shared and with whom; and record the agreement about the scope of the release. A release must specify the duration for which information may be shared. The reasonableness of this time period will depend on the specific situation.

(B) Grantees and subrecipients may not require consent to release of information as a condition of service.

(C) Releases must be signed by the victim unless the victim is a minor who lacks the capacity to consent to release or is a legally incapacitated person and has a court-appointed guardian. Except as provided in paragraph(3)(ii)(D) of this section, in the case of an unemancipated minor, the release must be signed by the minor and a parent or guardian; in the case of a legally incapacitated person, it must be signed by a legally-appointed guardian. Consent may not be given by the abuser of the minor or incapacitated person or the abuser of the other parent of the minor. If a minor is incapable of knowingly consenting, the parent or guardian may provide consent. If a parent or guardian consents for a minor, the grantee or subrecipient should attempt to notify the minor as appropriate.

(D) If the minor or person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may consent to release information without additional consent.

(iii) If the release is compelled by statutory or court mandate, grantees and subrecipients must make reasonable efforts to notify victims affected by the disclosure and take steps necessary to protect the privacy and safety of the affected persons.

### (4) Fatality reviews.

Grantees and subrecipients may share personally identifying information or individual information that is collected as described in paragraph (2) of this section about deceased victims being sought for a fatality review to the extent permitted by their jurisdiction's law and only if the following conditions are met:

(i) The underlying objectives of the fatality review are to prevent future deaths, enhance victim safety, and increase offender accountability;

(ii) The fatality review includes policies and protocols to protect identifying information, including identifying information about the victim's children, from further release outside the fatality review team;

(iii) The grantee or subrecipient makes a reasonable effort to get a release from the victim's personal representative (if one has been appointed) and from any surviving minor children or the guardian of

such children (but not if the guardian is the abuser of the deceased parent), if the children are not capable of knowingly consenting; and

(iv) The information released is limited to that which is necessary for the purposes of the fatality review.

(5) Inadvertent release.

Grantees and subrecipients are responsible for taking reasonable efforts to prevent inadvertent releases of personally identifying information or individual information that is collected as described in paragraph (2) of this section.

(6) Confidentiality assessment and assurances.

Grantees and subrecipients are required to document their compliance with the requirements of this paragraph. All applicants for Office on Violence Against Women funding are required to submit a signed acknowledgement form, indicating that they have notice that, if awarded funds, they will be required to comply with the provisions of this paragraph, will mandate that subrecipients, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subrecipients, if any, will do so as well.

**19. Victim eligibility for services.** Victim eligibility for direct services is not dependent on the victim's immigration status.

**20. 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 ORGANIZATIONS

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

- State agencies and offices;
- State and local courts;
- Units of local government;
- Public agencies;
- Indian tribal governments;
- Victim service providers;
- Community-based organizations; and
- Legal services programs.

## 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 youth (age 11-24) women and girls who are victims of domestic violence, dating violence, sexual assault, or stalking. 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.
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. However, couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior is not eligible.
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 are 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 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 therapy or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

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. A generic "office supplies" line item can be included in the Supplies/Operations budget in reference to this approved list; **you do not need to list separately any of the items contained in the list.**

**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, toner and print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, 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, file box, binders, calculators. *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.

## UNALLOWABLE SERVICES, ACTIVITIES, & COSTS

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.** STOP funds cannot be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government.
2. **Fundraising**
3. **Purchase of Real Property**
4. **Physical Modifications to Buildings,** including minor renovation (such as painting or carpeting)
5. **Construction**
6. **Alcoholic Beverages**
7. **Entertainment**
8. **Research Projects**
9. **Automobiles**
10. **Immigration Fees**
11. **Capital Improvements**
12. **Employee Bonuses**

**13. Perpetrator Rehabilitation** Subrecipients 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.

## **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.

## **PERFORMANCE PERIOD**

The performance period for approved projects is January 1, 2020 through December 31, 2021.

## **MONITORING**

Subrecipients will be monitored through either an on-site visit or desk-top monitoring. The subrecipient agency agrees to allow reasonable and timely site visits by DPS and further agrees to make available upon request any records required to be maintained by this agreement, including personnel, fiscal, and programmatic. Should an on-site visit be conducted at a location with a confidential physical address, DPS assures confidentiality will be maintained.

In certain situations, a subrecipient may be monitored either on-site or through desk monitoring on a more frequent basis to assure compliance.

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

## **PERFORMANCE REPORT REQUIREMENTS**

Recipients of VAWA funds will be required to submit an annual report to the Department of Public Safety each year. The performance report will be due by January 30<sup>th</sup> each year. Failure to submit the Performance Report by that date could result in contract funds being withheld until the report is received.

# Application Instructions

Applications for VAWA funding must be submitted online via the DPS WebGrants System at <https://dpsgrants.dps.mo.gov>.

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**

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Obtaining a DUNS number is a free, one-time activity. If your organization does not know its DUNS number or needs to register for one, visit <http://www.dnb.com/us/> or call (844) 238-4814.

**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 centralizes information about grant recipients. You can register online at <https://www.sam.gov/>. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active registration.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active award.

**3. Register as a User in WebGrants (for agencies that are NEW to WebGrants)**

To access WebGrants, new applicants must first register as a user with their applicant agency's information. **The deadline to register in WebGrants is 5:00 p.m. on October 31, 2019.**

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 DPS to review and approve the request. The registrant will receive another email when DPS 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 for denial.

Once your registration is approved, you may add additional users from your organization to allow them access to the application and/or grant 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 DPS.

Once the above steps have been completed, you may apply for various funding opportunities available through DPS. 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.

# WEBGRANTS APPLICATION FORMS

## **General Information Form:**

Select the Primary Contact, enter the title of the application, and select the organization for which you are applying. Application titles should be brief; however, please select a **unique** title that is specific to your organization/project. For example, “2020 VAWA Project” is **not** a unique title and is **not** specific to your organization/project. *Tri-County Shelter-VAWA Victim Advocacy Project* is an acceptable title.

## **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, 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. If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. **\*The Authorized Official and the Project Director cannot be the same person.\***

*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.\***

- Click Save.
- Click 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 DPS, the type of application is considered “Continuation”.
- EXPAND/ENHANCE – If this application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by DPS.

*Current Contract Number(s)* - Indicate the DPS Subaward Number (s) if the applicant agency currently has a subaward 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 based upon the information provided in the Type of Program section of the narrative. This should be limited to a few sentences.

**Program Income:** If program income will be generated by this proposed project, please indicate in this section.

- Click Save.
- Mark as Complete.

**Statement of the Problem Form:**

This section must address the need for grant funds for the proposed project. Define the problem that you will be attempting to impact with the project. Be specific. Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of VAWA grant funds. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc.; this is the result of the problem).

This section should include relevant facts and local statistics on incidents of crime, existing resources, demographic and geographic specifications, etc. that document and support the stated problem. Provide law enforcement crime statistics for all areas served; do not provide global statistics, information must be specific to the service area.

**Note:** Any crime and/or agency statistics provided must be from the last 2 years. Any cited academic research data or trend data may be from the last 10 years.

- Click Save.
- Mark as Complete.

**Type of Program Form:**

Provide a brief synopsis of the agency and the types of services the agency provides. Outline the services to be funded **by this specific project**. Include who will provide these services, how services are accessed, and who will benefit from the services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Explain how services are delivered in compliance with either the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Standards or the DPS Crime Victims Services Program Standards and Guidelines. Please do not simply state the agency is in compliance! List a few of the standards and explain how the agency is in compliance with those standards.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the MCADSV Service Standards & Guidelines. 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 DPS Crime Victim Services Program Standards and Guidelines. MoCVSU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

- Click Save.
- 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. Services may not necessarily be the same as offered by your project. Explain how the agency's services will complement other activities and services already in place in your community. **Do not merely state who you coordinate with; provide an explanation of specific activities.** Coordination efforts should be supported by and tie back to submitted letters of collaboration and/or MOU's.

- Click Save.
- 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 must explain how they consulted with victim service agencies to develop their application. **If you are a nonprofit organization, please put NA in the text box.**

- Click Save.
- 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. 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. **If serving more than one county please break each county out separately and use whole numbers (Not Percentages).**

- Click Save.
- Mark as Complete.

### **Goal and Measurable Objectives:**

Subrecipients will contribute to the overall goal of the VAWA program:

**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 an Objective click Add.
- Select a Type of Service, select a corresponding Objective, and record Percentage of success you hope to achieve with this project.
- Click Save when finished.
- To add additional Objectives, repeat the above process.
- Mark as Complete.

### **Evaluation Procedure:**

The evaluation component of the application must tie to the goal and objectives.

1. List the **selected objectives** from the Goals & Objectives section, and the expected outcome of each.

2. Below each objective, **explain how data will be collected** in order to measure the outcome. Explain how data will be collected and the process the agency will use to analyze the data to determine the effectiveness of the project. Describe how this information will be used to improve services to victims. Examples may include: pre- and post-testing, surveys, client-satisfaction evaluations, etc. Include any evaluation instruments in the Other Attachments section, if available.

- Complete the form.
- Click Save, then Mark as Complete.

### **Report of Success:**

In outline format, restate the goals and objectives from your current contract. You may access your current objectives by opening your grant in WebGrants and clicking on the Grant Component titled Application.

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; repeat to include as many budget lines as necessary.
- To provide the required justification for budget line items, 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.
- Provided examples may not reflect the actual contract period for this funding opportunity! Please refer to the “Project Period” listed on the cover page of the Notice of Funding Opportunity for the actual contract period.

#### **Personnel:**

- To include Personnel in your budget, click Add. If the project includes more than one individual, repeat this step for each person. If a raise is anticipated for an individual during the contract period, use multiple budget lines to reflect each increase.
- **Actual gross salary per pay period is required.** A current paystub must be uploaded in the Required Attachments section for requested (existing) positions.
- 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<br>(Select from drop down box) | Employment Status<br>(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 |
|------------|----------|---|--|-----------------------|-----------------------|------------------------|-------------|---------------|-------------------|----------------------|
| 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. The effective date of the increase should be included in the name column.

**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 1/1/2021).

| Name                  | Title        | Position<br>(Select from drop down box) | Employment Status<br>(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%            | \$0.00            | \$24,000.00         |
| John Smith – 1/1/2021 | Investigator | Created                                 | FT   | \$2,060.00            | 12                    | 100%                   | \$24,720.00 | 0%            | \$0.00            | \$24,720.00         |

**NOTE: 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 costs are 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 (e.g. MERIT, COLA, etc.) for the increase, the percentage of increase, and the effective date of the increase. This information is required in order for salary increases to be considered.
- **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.
- Actual premium amounts are required.
- 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.
- 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.

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.

**EXAMPLE 1** – Jane Smith's two year salary of \$57,200 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 \$12,000/year of salary x 2

| Category                    | Item                             | Salary/<br>Premium | Percentage/<br># of Periods | %<br>Funding<br>Requested | Total Cost | Local<br>Match<br>% | Local<br>Match<br>Share | Federal/<br>State<br>Share |
|-----------------------------|----------------------------------|--------------------|-----------------------------|---------------------------|------------|---------------------|-------------------------|----------------------------|
| (Select from drop down box) |                                  |                    |                             |                           |            |                     |                         |                            |
| 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   | \$24,000.00        | 0.112                       | 100%                      | \$2,688.00 | 25%                 | \$672.00                | \$2,016.00                 |

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. The effective date of the change should be included in the Item column.

**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 1/1/2021).

| Category                    | Item                                       | Salary/<br>Premium | Percentage/<br># of Periods | %<br>Funding<br>Requested | Total Cost | Local<br>Match<br>% | Local<br>Match<br>Share | Federal/<br>State<br>Share |
|-----------------------------|--|--------------------|-----------------------------|---------------------------|------------|---------------------|-------------------------|----------------------------|
| (Select from drop down box) |  |                    |                             |                           |            |                     |                         |                            |
| 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 – Jane Smith; 1/1/2021 | \$28,600.00        | 0.0815                      | 100%                      | \$2,330.90 | 25%                 | \$582.73                | \$1,748.18                 |
| Medical Insurance           | Medical Insurance – Jane Smith             | \$100.00           | 12                          | 100%                      | \$1,200.00 | 25%                 | \$300.00                | \$900.00                   |
| Medical Insurance           | Medical Insurance – Jane Smith; 1/1/2021   | \$120.00           | 12                          | 100%                      | \$1,440.00 | 25%                 | \$360.00                | \$1,080.00                 |

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

### 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.
- **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."
- 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%            | \$0.00            | \$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 1/1/2021).

| Name                     | Title    | Hourly PRN Pay | Hours on Project | Total Cost | Local Match % | Local Match Share | Federal/ State Share |
|--------------------------|----------|----------------|------------------|------------|---------------|-------------------|----------------------|
| Kelly Smith              | Advocate | \$22.00        | 100              | \$2,200.00 | 100%          | \$2,200.00        | \$0.00               |
| Kelly Smith - 01/01/2021 | Advocate | \$24.00        | 100              | \$2,400.00 | 100%          | \$2,400.00        | \$0.00               |

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

### 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 salary increase is included, address the type/reason (e.g. MERIT, COLA, etc.) for the increase, the percentage of increase, and the effective date of the increase. This information is required in order for salary increases to be considered.
- **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:

- Consistent with temporary positions, staff in PRN positions are not eligible for most employment 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 \$18.00/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 \$18.00/hour.

**EXAMPLE 1** – Eight volunteers will provide court advocacy for a total of 50 hours. Also, three volunteers will provide daycare for 10 hours.

| Description of Services | Number of Volunteers | Total Hours | Local Match Share |
|-------------------------|----------------------|-------------|-------------------|
| Court Advocacy          | 8                    | 50          | \$900.00          |
| Daycare                 | 3                    | 10          | \$180.00          |

#### **Volunteer Match Justification:**

- Outline the specific activities/duties that the volunteers will be conducting.
  - **PLEASE NOTE: On-Call Volunteer Match will not be allowed.**

#### **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, mileage, etc.

- To include travel or training related costs in the budget, click "Add". Repeat this step to include each expense. Each cost must be requested as a separate line item.

- 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.
- 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.
- State per diem rates may be found at <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>
- Travel must be by the most direct, practical route.
- The amount of mileage allowance shall not exceed the State rate (currently \$0.43 per mile). Incidentals will not be allowed. Agency travel policy will apply if it is more restrictive than the State rate. 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 \$96.00/day, meals for 4 days at a State per diem rate of \$34.00/day, mileage allowance for driving her personal vehicle for 100 miles at \$0.43/mile, and registration costing \$130.

| Item              | Category<br><i>Select from drop down box</i> | Unit Cost<br><i>Amount or rate per mile/month/day/ticket/etc</i> | Duration<br><i>Number of months/miles/days/etc</i> | Number<br><i>Number of vehicles/people/rooms/etc</i> | Total Cost | Local Match % | Local Match Share | Federal/ State Share |
|-------------------|--|--|--|--|------------|---------------|-------------------|----------------------|
| MVSA Lodging      | Lodging                                      | \$96.00  | 4  | 1  | \$384.00   | 0%            | \$0.00            | \$384.00             |
| MVSA Meals        | Meals  | \$34.00  | 4  | 1  | \$136.00   | 0%            | \$0.00            | \$136.00             |
| MVSA Mileage      | Mileage                                      | \$0.43   | 100  | 1  | \$43.00    | 0%            | \$0.00            | \$43.00              |
| MVSA Registration | Registration Fee                             | \$130.00   | 1  | 1  | \$130.00   | 100%          | \$130.00          | \$0.00               |

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

### 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.
- If a specific training is not yet known, travel/training costs may be requested as “miscellaneous training” expenses. If awarded, “Misc. Training” not specifically outlined in the approved budget must be submitted to the DPS for approval **at least 30 days PRIOR** to the training date.
- **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. Like items can be included as one budget line, for example: 2 laptop computers may be listed as a single line item.
- Equipment means tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
- 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.
- Any equipment requested should be prorated if used for purposes other than those eligible on the grant.

**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        | Dell          | 100%                   | \$1,020.00 | 100%          | \$1,020.00        | \$0.00              |

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

**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 VAWA portion of the agency budget.
- Membership dues, etc. cannot be requested (ineligible costs).
- The titles of DVDs, 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.

**Office Supplies** – highlighters, markers, pens, pencils, paper, letterhead, envelopes, paper clips, rubber bands, staple remover, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, toner and print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, 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, file box, binders, calculators.

- 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.
- 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.

**EXAMPLE 1** – Jane Smith requests office supplies for this project (pens, pencils, paper, toner cartridges, staples, paper clips, rubber bands, 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 for her computer. The internet provider has indicated a rate increase from \$45/month to \$50/month after 12 months of the contract period (effective the January 2021 billing).

**EXAMPLE 4** – Jane Smith also requests the Electric 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 2021). Remember only 63% of the agency funding comes from VAWA.

| Item               | Basis for Cost Estimate<br>(Select from drop down box) | Unit Cost | Qty | % of Funding Requested | Total Cost | Local Match % | Local Match Share | Federal/ State Share |
|--------------------|--|-----------|-----|------------------------|------------|---------------|-------------------|----------------------|
| Office Supplies    | Monthly  | \$25.00   | 24  | 100%                   | \$600.00   | 0%            | \$0.00            | \$600.00             |
| Office Telephone   | Monthly  | \$70.00   | 24  | 63%                    | \$1058.40  | 0%            | \$0.00            | \$1058.40            |
| Internet 1/1/20    | Monthly  | \$45.00   | 12  | 100%                   | \$540.00   | 0%            | \$0.00            | \$540.00             |
| Internet 1/1/21    | Monthly  | \$50.00   | 12  | 100%                   | \$600.00   | 0%            | \$0.00            | \$600.00             |
| Electric           | Monthly  | \$150.00  | 24  | 63%                    | \$2,268.00 | 0%            | \$0.00            | \$2,268.00           |
| Office Rent 1/1/20 | Monthly  | \$400.00  | 12  | 63%                    | \$3,024.00 | 0%            | \$0.00            | \$3,024.00           |
| Office Rent 1/1/21 | Monthly  | \$450.00  | 12  | 63%                    | \$3,402.00 | 0%            | \$0.00            | \$3,402.00           |

**NOTE: 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<br>(Select from drop down box) | 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%            | \$0.00            | \$2,100.00           |

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

#### **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.**

#### **Indirect Costs:**

- To include indirect costs in the budget, click "Add".
  - In the Project Costs box, enter the amount on which indirect costs are being requested. This should be based on the costs indicated in your federally negotiated rate, your cost allocation plan, or the organization's Modified Total Direct Costs (MTDC) if using the de minimus rate.
  - In the Indirect Type drop down box, click on the type of indirect cost rate you are requesting (Federally-Approved Indirect Cost Rate, De Minimus Rate, or Cost Allocation Plan).
- **Federally-Approved Indirect Cost Rate** - Agency has a federally negotiated rate. Attach a copy

of the current, signed Federally-approved indirect cost agreement in the Required Attachments section.

- **De Minimus Rate** - Agency is using the de minimus rate of 10% of the organization's Modified Total Direct Costs (agency does not have and has never had a Federally-approved indirect cost rate). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.
  - **Cost Allocation Plan** - Agency has a professionally prepared cost allocation plan with a suggested indirect cost rate. Agencies must have a cost allocation plan, which has been professionally prepared by a CPA, county/city treasurer or finance director, in compliance with 2 C.F. R. part 200, specifically Appendix IV may submit such plan after certifying they have met all criteria in 2 C.F.R. part 200. Consideration by the DPS will be given to the suggested rate, then a rate will be negotiated and agreed upon by both parties in the special conditions of the grant. Budgets should be entered as if the suggested negotiated rate is the true rate. If utilizing the cost allocation plan, the cost allocation plan must be attached in the Required Attachments section.
- In the Indirect Rate box, enter your indirect cost rate percentage (federally negotiated rate, cost allocation plan rate, or de minimus rate of 10%).

#### **Indirect Costs Justification:**

- If indirect costs are included in the budget, provide justification for cost basis.
- If using a federally negotiated indirect cost rate, list the agency that approved the agreement and the date.
- If using a cost allocation plan, provide contact information for the person whom professionally prepared plan and date plan was prepared.

Once you have completed your budget, click Save.

It is highly recommended that you check your budget for accuracy at this point.

Click Edit to change entries and/or justification.

Mark as Complete when Edits are 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. (***This number should match the Number of Victims to be Served portion of the narrative.***)
- Indicate the anticipated breakdown of victims to be served, the anticipated number of hotline calls and the anticipated number of bed nights provided for this VAWA funded project.
- Make sure your percentages equal 100%.
- Click Save, 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 grant funds under this application, you will be required to submit a copy of your agency's last financial audit if you meet the requirements.

- Complete the form
- Click Save.
- Mark as Complete.

**Required Attachments:**

- To add Required Attachments, click on the appropriate attachment name (blue hyperlink) and upload the document. Type a brief description of the document, and click Save. **Only one attachment may be uploaded for each required attachment. 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.
- Mark as Complete.

**Other Attachments:**

This attachment section is for any other information you would like to provide about your agency (i.e. surveys, victim letters).

- Click Add to upload the document; type a brief description of the document, and click Save.  
**Please scan all like documents into one file (i.e. all evaluation tools/surveys should be in one file).**
- Repeat the process for each additional attachment.
- Mark as Complete.

**Self-Evaluation Risk Assessment:**

This form is used to determine if the applicant agency will be subject to special conditions, if awarded a contract for funding.

- This form should be completed by the Authorized Official or Executive Director of the agency.
- Complete this form and click Save.
- Mark as Complete.

**Consultation with Victim Services Form:**

- This form should be completed by the Authorized Official.
- Complete the form and click Save.
- Then Mark as Complete.

**Application Certified Assurances:**

- This form should be completed by the Authorized Official by selecting the checkbox.
- Click Save.
- Mark as Complete.

## SUBMITTING THE APPLICATION

Once all of the sections are “Marked Complete” please review your entire application. To review your application online click “Application Details”. You should also click on each of the attachments to ensure that they can be opened and are readable.

Print a copy for your files. Click “Application Details” select Print, or Print to PDF, to print or save a copy of the completed application.

**NOTE:** Failure to submit a completed application will disqualify the proposal from further consideration. Applicants will **not** be contacted if they fail to submit all required information.

When the application is ready for submission, click the **Submit** button and wait for confirmation.

**Once submitted, you cannot make changes to the application!**

**Applications must be submitted through WebGrants no later than 5:00 p.m. on \_\_\_\_\_, 2019.** 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.

## WEBGRANTS TECHNICAL ISSUES

If the applicant experiences unforeseen **WebGrants technical issues** beyond the applicant’s control that prevent submission of the application by the deadline, the applicant must contact the Department of Public Safety staff by email **within 24 hours after the deadline** to request approval to submit the application. In the email the applicant must include:

- 1) A description of the technical difficulties;
- 2) A timeline of submission efforts;
- 3) A screen shot of the error message/code;
- 4) Any other relevant information that might be useful.

DPS will consider the information provided in order to determine if the late application will be accepted.

**Please send all emails to [cvsu@dps.mo.gov](mailto:cvsu@dps.mo.gov)**

## APPLICATION REVIEW PROCESS

### Competitive Bid Process

The CVS/JJ Unit of DPS utilizes a two-part process for reviewing applications. Applications undergo an administrative review for technical merit by DPS staff and are then subject to review by a panel that includes external reviewers. The external reviewers will be professionals without any personal financial interest in the program. The panel members may change 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. DPS staff and the external review panel members will convene to determine funding recommendations to be submitted to the Director or his/her designee for final approval.

In evaluating each application, both objective analysis and subjective judgment will be used in conducting an assessment of the proposal in accordance with the funding opportunity guidelines in addition to the following criteria:

- Administrative Review for Technical Merit;
- Underserved Populations;
- Geographic Diversity;
- Demonstration of need;
- 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 VAWA funds will not be used to supplant state and local funds (local units of government only) or that nonprofit agencies adequately demonstrated the justification for receiving SSVF to replace other funds previously used for the program;
- If reviewers believe that supplanting may occur, the applicant will be required to supply documentation demonstrating that the reduction in non-state resources occurred for reasons other than the receipt or expected receipt of State funds;
- For certain programs, a written certification may be requested by DPS from the applicant agency stating that State funds will not be used to supplant local funds. This restriction shall not apply to funds used by any not-for-profit agency;
- 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 State Services to Victims Fund;
- 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 and score of the application.

### Notice of Funding

With the approval of the Director of the Missouri Department of Public Safety (or his/her designee), applicants will be notified via WebGrants of the decisions made by the review panel approximately 4 weeks following the Review Meeting. The notification will be sent from **dpswebgrants@dps.mo.gov** to the person listed as the **Primary Contact** on the **General Information form** of the application.

Applications may be approved for full funding, partial funding, or no funding. Applicants will be provided with feedback from the review panel.

It is anticipated that the funding requests will easily exceed the amount of money available. Funding notifications will not be released through any other means than WebGrants.

## ACCEPTANCE OF SUBAWARD

Following completion of the application review process, DPS subawards funding to approved applicants in the form of a document titled ***Subaward***. This document identifies the following: DPS as the administrative agency, the subrecipient name, the funding opportunity title, the contract period, the amount of federal or state funds awarded, the subaward number, and a project description. As appropriate, Special Conditions may be included. The subrecipient must adhere to any Special Conditions as well as the SSVF Certified Assurances. All correspondence concerning the award shall refer to the designated Subaward Number shown on the ***Subaward*** document.

To accept the subaward, the Subrecipient must print and return the following documents:

1. **Subaward Document** – this form must contain **original** signatures by the Authorized Official and Project Director, as listed within the grant application, affirming acceptance of the award.
2. **Certified Assurances and any Special Conditions** – these forms, if applicable, must contain **original** signatures by the Authorized Official and Project Director, as 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.

The Authorized Official must initial each page of the Certified Assurances and Special Conditions documents, as applicable. *If new or differing requirements are imposed on the grant program between the time the application is submitted and the time of subaward acceptance, revised documents will be provided and will require the signature and initials of the Authorized Official.*

These documents must be returned to DPS within **45 days** from the date of award, unless an extension request is approved by DPS. Any such request must be submitted to DPS within the 45 days noted above. No funds will be disbursed to the subrecipient until the above documents have been received by DPS.

## CANCELLATION CONDITIONS

If a project is not underway within **60 DAYS** of the project period start date, the Subrecipient must notify DPS of the delay, and the steps being taken to commence the project, the reasons for delay, and the expected starting date.

If a project is not underway within **90 DAYS** of the project period start date, the Subrecipient must submit a second notification to DPS explaining the implementation delay. Upon receipt of the 90-day notification, DPS may decide to continue the contract or cancel the project.

Notification must be submitted through the “Correspondence” component of WebGrants.