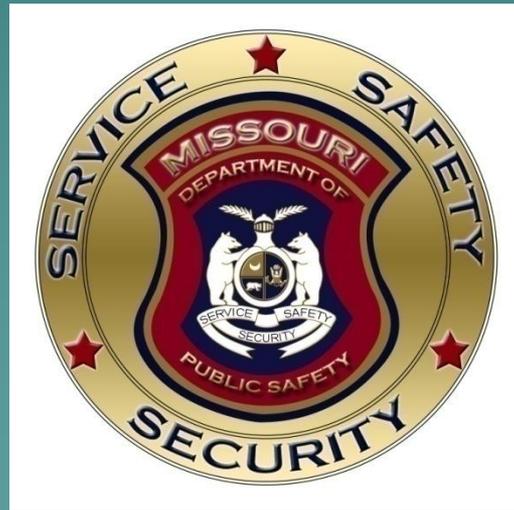


2016-2017 Victims of Crime Act

Pre-bid Seminar
August 21, 2015



Introduction

◆ Staff

- Tyler Rieke, Program Manager
- Tina Utley, Program Specialist
- Jake Garrison, Program Specialist
- Kristina Kirchhoff, Program Representative
- Michelle Parks, Program Representative
- Beth Evers, Program Representative
- Jenna Ridge, Program Representative
- Kris Waterman, Program Representative
- Virginia Mohammed, Program Representative
- Tiffany Schulte, Senior Office Support

What Is VOCA?

- ◆ The Victims of Crime Act of 1984 was passed by Congress to assist states in providing high quality services that are directly related to the emotional healing and recovery of crime victims.
- ◆ Source = fines, penalties & forfeitures collected from persons convicted of offenses against the U.S.

VOCA Funding in MO

- ◆ 2014 VOCA award was \$8.5 million
- ◆ 2015 VOCA award is estimated to be \$36.7 million

Primary Purpose of VOCA

- ◆ Provide direct services to victims of crime
- ◆ Assist victims of crime as soon as possible
- ◆ Provide on-going support to the victim

Services to Victims of Crime Are Defined As:

Those efforts that:

- Provide a response to the emotional and physical needs of crime victims
- Assist primary and secondary victims of crime to stabilize their lives after a victimization
- Assist victims to understand and participate in the criminal justice system
- Provide victims of crime with a measure of safety

Fund Allocation

- ◆ 10% - 3 priority categories
 - Victims of sexual assault
 - Victims of domestic violence
 - Victims of child abuse
- ◆ 10% to programs that provide services to underserved victims

Underserved Victims

- ◆ Nature of crime
 - Victims of drunk driving crashes
 - Survivors of homicide victims
 - Adult survivors of incest
 - Victims of burglary

Underserved Victims

- ◆ By demographics
 - Elderly
 - Disabled persons
 - Racial or ethnic minorities
 - Rural or urban residents
 - Non-English speaking or LEP residents

Match Requirements

- ◆ 20% of the total project cost must be from non-federal/non-state sources
- ◆ Cash or in-kind
- ◆ Match restricted to same use as federal \$

Match Requirements

- ◆ Agencies must have:
 - Support & approval of community
 - History of being cost-effective
 - Financial support from non-federal sources

Record Keeping - Match

- ◆ Source, amount & when allocated
- ◆ Basis for determining value
- ◆ Volunteer time documented by activity

Eligible Match – In Kind

- ◆ Volunteer time (activity timesheets must be kept)
 - Direct services to victims
 - **\$12.00/hour**
 - Volunteers = non-employees
 - On-call Volunteer time will be limited to 50% of total match required.
- ◆ Loaned/donated equipment
 - Fair market value

Eligible Match – In Kind

- ◆ Space
 - Fair market value as determined by appraisal or realtor
 - Cannot donate space to self
- ◆ Other non-monetary contributions / donations

Eligible Match – Cash

- ◆ Attributable to line items in grant budget
 - Salary
 - Fringe benefits
 - Mileage, etc
 - Office Supplies
 - Rent
 - Utilities

Match Waivers

- ◆ **Due to the increase in available VOCA funds, some agencies may be anticipating difficulty in providing the 20% required match on their proposed project.**
 - Agencies who need to have their application considered with a portion of their match waived need to submit a Match Waiver Letter with their application
- ◆ The Match Waiver Letter should:
 - Explain, justify and document specifically WHY the agency is unable to provide the full 20% match on their proposed project.
 - **Be on your organization's letter head and signed by the authorized official.**
 - Be unique and specific to your agency, no form letters will be accepted.

Match Waivers

- ◆ Match Waiver Letters will go through two rounds of approval.
 - First: approved or denied by the state VOCA administrator.
 - Waiver letters that are approved will then be forwarded to OVC for final approval or denial.
- ◆ **The most important thing to remember when doing a Match Waiver Letter is to justify and explain why your agency needs a portion of match waived.**
- ◆ Match waiver letters may need to be revised during the revisions process if the project is awarded.
- ◆ Match will not be 100% waived for any agency. Do not ask for a waiver of the amount of matching funds your program has provided in past VOCA grants; ask for a waiver of the match for the increased funds in your new VOCA grant.

Eligibility Requirements

- ◆ Public or non-profit organization
 - Non-profit must have 501(c)(3)
- ◆ Provide services to victims of crime
- ◆ Record of effective services

Eligibility Requirements

- ◆ New programs:
 - 35% of agency budget must come from non-federal / non-state sources
- ◆ Provide 20% match
- ◆ Use of volunteers by the agency in provision of direct services (must be documented with timesheets)

Eligibility Requirements

- ◆ Promote community efforts to aid victims of crime (however, not on grant time)
- ◆ Help victims apply for CVC benefits
- ◆ Comply w/ federal and state criteria

Eligibility Requirements

- ◆ Provide services to Fed. crime victims
- ◆ No charge to victims for VOCA services
 - Includes 3rd party payers (insurance, medicare/medicaid, etc.)
- ◆ Maintain client-counselor confidentiality
- ◆ Maintain confidentiality of research info

Eligible Organizations

- ◆ Victim service organizations
 - Sole purpose is to serve crime victims
- ◆ Other organizations:
 - Criminal Justice agencies
 - Religiously affiliated organizations
 - Hospitals/emergency medical facilities
 - Others
 - ◆ Mental health service orgs
 - ◆ Legal service agencies

Ineligible Organizations of VOCA Funds

- ◆ Federal agencies
 - ◆ In-patient treatment facilities
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MCADSV Service Standards

- ◆ If VOCA funding is used to provide services to victims of domestic and/or sexual violence and their children, service definitions set forth in the MCADSV Service Standards & Guidelines for Domestic Violence and/or Sexual Violence Programs must be followed

MCADSV Service Standards

- ◆ If language in the VOCA Application conflicts with the MCADSV Service Standards & Guidelines, the VOCA application/guidelines must be followed
 - For instance – The MCADSV Standards for Court Advocacy advise that a DV program providing court advocacy should develop and/or participate in a coordinated community response effort.

MCADSV Service Standards

- ◆ Participation in coordinated community response efforts are not allowable activities through VOCA;
 - Therefore, the VOCA guidelines would override that particular section of the Court Advocacy Standard

MoCVSU Program Standards

- ◆ **ALL other agencies** (those **NOT** primarily serving victims of domestic and/or sexual violence) will be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (CVSU) Program Standards and Guidelines

Service Standards and Guidelines

- ◆ Agencies must explain **HOW** services are provided in compliance with either the MCADSV Service Standards & Guidelines or the MoCVSU Program Standards & Guidelines
 - Simply stating the agency “is in compliance” does not constitute sufficient explanation
- ◆ Standards & Guidelines can be downloaded from our website; links are provided on website

Code of Ethics

- ◆ MoCVSU has adopted a code of ethics that **ALL** agencies must comply with
 - By signing the Certified Assurances, agencies agree to abide by the Code of Ethics
 - The Code of Ethics can also be downloaded from our website

Allowable Services, Activities, Costs

- ◆ Direct services:
 - Immediate health and safety
 - Mental health assistance
 - Assist w/ participation in CJ proceedings
 - Personnel costs

Other Allowable Costs

- ◆ Non-direct services:
 - Skills training for DS (direct service) staff
 - Training materials for DS providers
 - Equipment and furniture for DS providers
 - Contracts for professional services

Other Allowable Costs

- ◆ Non-direct services:

- Operating costs

- ◆ Pro-rated share (VOCA vs. Agency budget) of rent, utilities, phone, etc that are used in the provision of direct services

- Audit costs if agency meets the \$500,000 federal threshold

Ineligible Services/Activities

- ◆ Lobbying / administrative advocacy
- ◆ Perpetrator rehabilitation & counseling
- ◆ Needs assessments, surveys, etc.
- ◆ Prosecution activities

Ineligible Services

- ◆ Participation in community coordination efforts
- ◆ Fundraising activities
- ◆ Indirect organizational costs
- ◆ Property loss

Ineligible Services

- ◆ Relocation expenses
- ◆ Most administrative staff expenses
- ◆ Most medical costs

Ineligible Services

- ◆ Development of protocols, interagency agreements and other working agreements
- ◆ Cost to send crime victims to conferences
- ◆ Activities exclusively related to crime prevention and awareness

Ineligible Cost Items

- ◆ Construction or renovation
- ◆ Acquisition cost of real estate
- ◆ Professional dues, memberships, etc.
- ◆ Employee bonuses
- ◆ Indirect organizational costs

Reporting Requirements

- ◆ Subgrant Award report
 - ◆ Monthly Claim Report
 - ◆ Annual Progress Report
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Contract Period

April 1, 2016

To

September 30, 2017

Completing and Submitting the Application

Application Process and Review

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

The Solicitation Packet

- ◆ Program Description and Guidelines
- ◆ Grant Application Instructions

Grant Application Instructions

Missouri Department of Public Safety
WebGrants System

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

Required Information for WebGrants

- ◆ Acquire a DUNS (Data Universal Numbering System) Number
 - www.dunandbradstreet.com
 - 1-866-705-5711
- ◆ **Acquire or Renew Registration with the System for Award Management (SAM) - Formerly known as CCR (Central Contractor Registration) Database.**
 - The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. You can register online at www.sam.gov.

Registering with WebGrants

- ◆ Register as a User in WebGrants
 - <https://dpsgrants.dps.mo.gov>
 - Applicants must register no later than 11:59 p.m. on Friday, October 2, 2015
- ◆ Each applicant agency should designate one individual for the purposes of registering and assigning new registrants
- ◆ Only registered users will be notified of the application

The Application

- ◆ Comprised of 23 “forms”
- ◆ Each form gives detailed instructions of what information is necessary

General Information Form

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

Contact Information Form

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

Contact Information Form

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

Project Summary Form

- ◆ Provides further general information about the agency and project:
 - Application Type
 - Current Contract Number
 - Brief Summary
 - etc.

History of the Agency Form

- ◆ Provides a brief history of the agency and the types of victim services provided

Statement of the Problem Form

- ◆ Defines the problem which the project will attempt to impact
- ◆ Presents quantitative evidence to demonstrate the problem
 - Local crime statistics
 - Population information
 - Etc.

Type of Program Form

- ◆ Addresses the Services that this project will provide
- ◆ Addresses how the agency is in compliance with MCADSV or MoCVSU Service Standards
- ◆ Address how the victim access services

Proposed Service Area Form

- ◆ States the geographic area to be served by the project

Coordination of Services Form

- ◆ Explain how your agency coordinates or will coordinate with other agencies (e.g., law enforcement, service providers, prosecution, etc.) in your community

Victims' Compensation Assistance Form

- ◆ Describes how your agency provides information and assistance with CVC funds
- ◆ Remember this is a requirement of VOCA funding
- ◆ How many applications did your agency assist with since January, 2014?

Number of Victims to be Served Form

- ❖ Indicates the anticipated number of victims to be served by the project and provides the basis for such estimate
- ❖ If serving multiple counties, please provide a breakdown of numbers (**Whole Numbers not Percentages**)
- ❖ Please state if your numbers are for each year or for the two years

Volunteers

- ◆ Describe Agency Volunteer Program
 - # volunteers currently used (direct/non-direct service)
 - Type of services provided (direct/non-direct service)
 - Who supervises their activities
- ◆ Describe how recruit & train volunteers
 - How are volunteers recruited?
 - What are the qualification requirements?
 - Type and # hours training received
 - Who provides the training?

Volunteers (cont'd)

- ◆ Use of volunteers by agency in the provision of direct services is a **requirement** of VOCA!

Goals and Measurable Objectives Form

◆ Goal

- The goal of the Victim of Crime Act Program (VOCA) is to support and aid victims of crime as they move through the criminal justice system, to provide them with the assistance and services necessary to speed their recovery from a criminal act, to assist any person in Missouri who has suffered, directly or indirectly, a physical, emotional, or personal loss as a result of a criminal act., and to coordinate with other community agencies to ensure continuity of support for victims.

Goals and Measurable Objectives Form Cont.

◆ Objectives

- The objectives are provided in WebGrants.
- Agencies must have at least five(5) different objectives.

Evaluation Procedure Form

- ◆ Describes the process used to determine the success of your project.
- ◆ Should tie back to Goals and Objectives.
- ◆ Explain how each of the objectives chosen will be measured.
- ◆ Should explain how the results are used to improve agency services.

Report of Success Form

- ◆ Must list the Goals and Objectives of the current contract and gives quantitative results to-date
- ◆ The outcomes should provide actual numbers in addition to the percentages
- ◆ New applicants put N/A in the text box

Budget Forms

- ◆ List funding requests for budget categories
- ◆ Each category assigned a section for justification

Budget Forms

- ◆ The written “Budget Justification” portion
 - Do not simply re-list the items you are requesting
 - JUSTIFY the need and the expense of each item.

Budget Forms (cont'd)

◆ Personnel

- Minimum 10% time on grant can be requested
 - ◆ Exception- Existing staff positions being requested for salary increases
- Remember to report any match the agency is going to provide
- Salary is configured based on pay period (not monthly salary) – Remember 18 month grant cycle
- If an increase is anticipated, different salary rates should be separated by line and date provided within the name area
- Fringes must be line itemized and prorated according to percentage time on grant
- Justification:
 - ◆ Provide work experience and education experience for Personnel
 - ◆ Provide the reason (COLA/Merit), percent and effective date for any increases
 - ◆ Provide the source of match (if match provided)
 - ◆ If increases and/or new line items are being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Budget Forms (cont'd)

- ◆ Volunteer Match
 - Provide Description
 - Automatically calculates at \$12.00/hour
 - Employees (or Board members) cannot be volunteers
 - On-call will automatically calculate for 1:4
 - Justification
 - ◆ Provide the specific activities/duties of the volunteers
- ◆ Volunteer **MATCH** is not required, but the use of volunteers in the provision of services is!

Budget Forms (cont'd)

- ◆ For the 2016 VOCA grant applications, you can also count the hours when your volunteers are being trained. This is an allowable expense, *but only if you include it in your grant narrative section* and include a description of the training process provided to volunteers. If you want to use volunteer hours as match, then you also need to include the training description in your match budget justification narrative.

Budget Form (cont'd)

◆ Travel

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

Budget Form (cont'd)

◆ Travel (cont'd)

- Meals and lodging: Per diem rates should be used to estimate costs
- <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-per-diem>
- Conference registration is under Travel
- Remember to provide match amount (if applicable)
- Provide justification of any travel
- If increases (and/or line items new to the grant but not your agency) are being requested on the grant, please explain why it is being requested on the grant at this time and how the agency has paid for this expense in the past.

Budget Form (cont'd)

◆ Equipment

- Must be reasonable and necessary to providing direct services to victims of crime
- If used for purposes other than VOCA, the costs must be prorated
 - ◆ Prorate costs based on the proposed VOCA budget.
 - ◆ Remember to provide match amount (if applicable)
- If increases (and/or line items new to the grant but not your agency) are being requested on the grant, please explain why it is being requested on the grant at this time and how the agency has paid for this expense in the past.

Budget Form (cont'd)

◆ Supplies/Operations

- Utilities (e.g., rent, telephone, internet, etc.) must be prorated based upon the VOCA budget
- Office Supplies:
 - ◆ Anything provided in the Office Supply list (Application Packet) can be shown as one line item and generically labeled "office supplies"
 - ◆ Anything not provided in this list must be a separate line item
- If increases (and/or line items new to the grant but not your agency) are being requested on the grant, please explain why it is being requested on the grant at this time and how the agency has paid for this expense in the past.

Budget Form (cont'd)

◆ Supplies/Operations (cont'd)

- Requests for printed items must be pre-approved by our office
- Remember to prorate supplies/operations based upon the VOCA budget vs **agency's budget**
- Remember to show match amount (if applicable)

Budget Form (cont'd)

◆ Contractual

- Agency must submit a written contract between your agency and the individual/company you are contracting with
 - ◆ Must outline the services to be provided
 - ◆ Time frame services will be provided
 - ◆ The cost associated with providing the services
 - ◆ If a contract is not yet in place, submit a draft copy of the contract for consideration
 - ◆ If approved, agency will be required to submit a final signed contract
- Remember to show match amount (if applicable)
- If increases (and/or line items new to the grant but not your agency) are being requested on the grant, please explain why it is being requested on the grant at this time and how the agency has paid for this expense in the past.

Supplanting Form

- 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.

Cost Assumption Form

- ❖ Describes how the agency would carry on the project if VOCA funds were no longer available.
- ❖ What is the agency's Sustainability Plan?
- ❖ Provide information if the agency has a reserve fund

VOCA Data Form

- ◆ Prorates the VOCA funds requested by the types of victims to be served
- ◆ Provides total number of victims to be served by this project
- ◆ Provides the breakdown of “underserved” victims being served

Other Funding Sources Form

- ❖ Details other funding sources used for this project

Audit Requirements Form

- ◆ Addresses federal and state funding received by the agency
- ◆ Audit is required to be submitted when over \$500,000 in Federal funds are expended during the agency fiscal year (from any Federal source)

Required Attachments Form

◆ Required

- Agency Organization Chart (Positions and Names Labeled)
- Most recent pay stub for personnel requested
- Job Descriptions for individuals involved with grant
- Most recent Profit/Loss Statement
- Agency Budget (current AND past)
- Letters of Collaboration (at least 3) or an MOU with at least 3 agencies signed on.

◆ Required, if Applicable

- Copy of Contractual Agreement / Rental Agreement
- Agency Procurement Policy
- Agency Mileage Reimbursement Policy
- Board of Directors List
- 501(c)3 Status Letter
- Most recent submitted 990

Other Attachments Form

- ◆ Optional, may include:
 - Copy of client survey
 - Match Waiver Letter
 - Etc.

Application Certified Assurances Form

- ◆ The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the 2016-2017 VOCA Solicitation, the DPS Financial and Administrative Guide, any applicable federal nondiscrimination requirements, which may include 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 Violence Against Women Reauthorization Act of 2013 (42 U.S.C. 13925(b)(13)); 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); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations), the Victims of Crime Act (VOCA) of 1984, 42 U.S.C. 10603 (a)(2) and (b)(1) and (2) and the applicable Program Guidelines and Regulations; the Missouri Department of Public Safety VOCA Request for Proposal and Application Packet for the specified contract period and other applicable federal and state laws, orders, circulars, or regulations.

Application Certified Assurances Form

- ◆ The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the VOCA Solicitation, the DPS Financial and Administrative Guide, the Travel Guidelines, and other applicable state laws or regulations.
- ◆ **Compliance Training:** As a recipient of federal or state funds, the Sub-recipient is required to attend the Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, award acceptance, project implementation, reporting requirements, contract changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities

Application Certified Assurances Form

- ◆ **Non-Supplanting:** The Sub-recipient assures that federal or state funds made available under this contract will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.
- ◆ **Change in Personnel:** The Sub-recipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence of personnel as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact with the *Change of Information* form attached.
- ◆ **Contract Adjustments:** The Sub-recipient understands that any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Sub-recipient but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested as a Contract Adjustment via WebGrants.

Application Certified Assurances Form

- ◆ **Monitoring:** The Sub-recipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Sub-recipient assures that all documentation or records relating to this contract shall be made available to monitoring representatives of the Missouri Department of Public Safety, Office of the Director, immediately upon request. The Sub-recipient assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.

Application Certified Assurances Form

- ◆ **Criminal Activity:** The Sub-recipient assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally **charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment.** The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.
- ◆ The Sub-recipient shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contract, and/or other remedy by law. The Sub-recipient must promptly refer to the Department of Justice, Office of Inspector General and Missouri Department of Public Safety any credible evidence that a principal, employee, agent, Sub-recipient, sub-Sub-recipient, or other person has either:
 - ◆ Submitted a false claim for grant funds under the False Claims Act or
 - ◆ Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds
- ◆ For Sub-recipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS and OIG by mail at following address.

Missouri Department of Public Safety
Office of the Director
Attention: Crime Victim Services Unit (VOCA)
P.O. Box 749
1101 Riverside Drive
Jefferson City, MO 65102-0749

Office of Inspector General
Office of Justice Programs and Investigation Division
950 Pennsylvania Avenue, N.W., Room 4706
Washington D.C. 20530

- ◆ The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

Application Certified Assurances Form

- ◆ **Lobbying:** The Sub-recipient understands and agrees that it cannot use any federal or state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government,
 - Applicants for DPS awards with total costs expected to exceed \$100,000 are required to certify that (1) they have not made, and will not make, such a prohibited payment, (2) they will be responsible for reporting the use of non-appropriated funds for such purposes, and (3) they will include these requirements in consortium agreements and contracts under grants that will exceed \$100,000 and obtain necessary certifications from those consortium participants and Sub-recipients.
 - The signature of the authorized organizational official on the application serves as the required certification of compliance for the applicant organization. DPS appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or Sub-recipient or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any State legislature.

Application Certified Assurances Form

- ◆ **Fair Labor Standards Act:** All Sub-recipients of federal funds will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
- ◆ **Employment of Unauthorized Aliens:** Pursuant to [Section 285.530.1 RSMo](#), the Sub-recipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Sub-recipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
 - In accordance with [Sections 285.525 to 285.550, RSMo](#) a general Sub-recipient or Sub-recipient of any tier shall not be liable when such Sub-recipient or Sub-recipient contracts with its direct Sub-recipient who violates subsection 1 of Section 285.530, RSMo if the contract binding the Sub-recipient and Sub-recipient affirmatively states that the direct Sub-recipient is not knowingly in violation of subsection 1 of Section 285.530, RSMo and shall not henceforth be in such violation and the Sub-recipient or Sub-recipient receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct Sub-recipient's employees are lawfully present in the United States.

Application Certified Assurances Form

- ◆ **Relationship**: The Sub-recipient agrees that they will represent themselves to be an independent Sub-recipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety or the Office of the Director. This provision is not applicable to the Missouri Department of Public Safety or any of its divisions or programs. The Sub-recipient shall assume all legal and financial responsibility for taxes, FICA, **employee fringe benefits, workers' compensation, employee insurance,** minimum wage requirements, overtime, etc.
- ◆ **Uniform Crime Reporting (UCR)**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 43.505 RSMo](#) relating to uniform crime reporting and will remain in full compliance for the duration of the contract period.
- ◆ **Racial Profiling**: If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 590.650 RSMo](#) relating to racial profiling and will remain in full compliance for the duration of the contract period.

Application Certified Assurances Form

- ◆ **Federal Equitable Sharing Funds:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in compliance with [Section 513.653 RSMo](#) relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri Department of Public Safety and the Missouri State Auditor.
- ◆ **Custodial Interrogations:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 590.700 RSMo](#) relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.

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- ◆ **DWI Law:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with [Section 577.005 RSMo](#) relating to the “DWI Law” and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by [Section 43.503 RSMo](#). In addition, the Sub-recipient assures that its county prosecuting attorney or municipal prosecutor is in full compliance with [Section 577.005 RSMo](#) relating to the “DWI Law” and has adopted a written policy to forward all charge information for intoxication-related traffic offenses to the central repository as required by [Section 43.503 RSMo](#).
- ◆ **Texting While Driving:** Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009), the Missouri Department of Public Safety encourages the Sub-recipient to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

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- ◆ **Drug-Free Workplace Act of 1988:** The Sub-recipient assures that it will comply, and all its Sub-recipients will comply, with the [Drug-Free Workplace Act of 1988](#). The Law further requires that all individual Sub-recipients and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.
- ◆ **ACORN:** Sub-recipients understand and agree that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

Application Certified Assurances Form

Civil Rights:

- ◆ **Enforcing Civil Rights Laws:** The Sub-recipient acknowledges that all recipients of Federal financial assistance, regardless of the particular source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the Office for Civil Rights (OCR) investigates sub-recipients that are the subject of discrimination complaints from both individuals and groups.
- ◆ **Discrimination:** The Sub-recipient acknowledges that federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Application Certified Assurances Form

- ◆ **Limited English Proficiency (LEP):** The Sub-recipient assures that, in accordance with the *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against national Origin Discrimination Affecting Limited English Persons*, 67 Fed. Reg. 41455 (June 18, 2012) as it pertains 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 meaningful access to their programs and activities for persons with limited English proficiency (LEP). **“Meaningful access”** will generally involve some combination of oral interpretation services and written translation of vital documents. For more information, visit <http://www.lep.gov>.

Application Certified Assurances Form

- ◆ **Equal Employment Opportunity Plan (EEOP):** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. pt 42, subpt E., **DOJ's Equal Employment Opportunity Program (EEOP) Guidelines**. The Sub-recipient will maintain an EEOP if the recipient (1) is a state or local government agency or any business; and (2) has 50 or more employees; and (3) receives a single award of \$25,000 or more. The Sub-recipient this is required to maintain an EEOP must submit an **EEOP Utilization Report to DOJ's Office for Civil Rights (OCR), Office of Justice Programs**, if it receives a single award of \$500,000 or more. The EEOP Utilization report can be found at:
<http://ojp.gov/about/ocr/eeop.htm>.

All Sub Recipients, irrespective of their EEOP obligations, must complete the EEOP Certification Form, in which the recipient declares its satisfaction of its obligations. The Certification Form can be found at:

<http://ojp.gov/about/ocr/pdfs/cert.pdf>.

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- ◆ **Finding of Discrimination:** The Sub-recipient assures that, in the event a 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 or sex against a recipient of funds, the Sub-recipient will forward a copy of the court judgment to the Missouri Department of Public Safety within 30 days of the court judgment date. The Missouri Department of Public Safety will act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs.
- ◆ **Unlawful Employment Practices:** The Sub-recipient assures compliance with [Section 213.055 RSMo](#) in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.

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- ◆ **Discrimination in Public Accommodations:** The Sub-recipient assures compliance with [Section 213.065 RSMo](#) in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.

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- ◆ **Faith-based Organizations:** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm."

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- ◆ **Financial:**
- ◆ **Fund Availability:** The Sub-recipient understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
- ◆ **Release of Funds:** No funds will be disbursed under this contract until such time as all required documents are signed by the Authorized Official and Project Director and returned to the Missouri Department of Public Safety, Office of the Director for final review and signature by the Director or his/her designee.
- ◆ **Financial Guide:** The Sub-recipient agrees to comply with the financial and administrative requirements set forth in the current Missouri Department of Public Safety Financial and Administrative Guide.

Application Certified Assurances Form

- ◆ **Allowable Costs:** The Sub-recipient understands that only allowable and approved contract expenditures will be reimbursed under this contract. These monies may not be utilized to pay debts incurred by other activities. The Sub-recipient agrees to obligate funds no later than the last day of the contract period. Any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety.
- ◆ **Financial Reporting Requirements:** The Sub-recipient agrees to complete and submit any financial reports required for this program as outlined in the VOCA Solicitation. Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the contract.
- ◆ **Project Income:** The Sub-recipient agrees to account for project income generated by the activities of this contract, and shall report receipts and expenditures of this income on the monthly Claim report. The Sub-recipient understands that all project income generated as a result of this contract shall be expended during the life of the contract.

Application Certified Assurances Form

- ◆ **Procurement:** The Sub-recipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Sub-recipient assures that all procurement transactions will meet the minimum standards set forth in the *DPS & CVSU Financial and Administrative Guidelines* and identified here:
 - All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
 - Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
 - Purchases estimated to total between \$3,000 but less than \$24,999 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
 - Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
 - Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
 - Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.

Application Certified Assurances Form

- ◆ **Buy American:** The Sub-recipient acknowledges [Sections 34.350-34.359 RSMo](#) regarding the Domestic Product Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods manufactured or produced in the United States, unless exceptions to the Buy American mandate in [Section 34.353 RSMo](#) are met.
- ◆ **Buy Missouri:** The Sub-recipient also acknowledges [Sections 34.070 and 34.073 RSMo](#) regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.

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- ◆ **Debarment:** This certification is required by Executive Order 12549, Debarment and Suspensions, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.
 - The Sub-recipient certifies that it and its principles:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph B of this certification; and
 - Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default

Application Certified Assurances Form

- ◆ **Audit**: An audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from State Government or state funds passed through state agencies), of \$250,000 or more is expended by the applicant agency. An audit is required for the agency fiscal year, when FEDERAL financial assistance, (which consists of funds received directly from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, the Sub-recipient assures that such audit will be submitted to the Missouri Department of Public Safety, Office of the Director.

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- ◆ **Termination of Award:** The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Sub-recipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Sub-recipient under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.
 - In the event that the Missouri Department of Public Safety determines that a Sub-recipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state requirements governing these funds, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

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- ◆ **Enforceability:** If a Sub-recipient fails to comply with all applicable federal and state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.
- ◆ **Compensation:** The Sub-recipient understands that funds may not be used to pay cash compensation (salary plus bonuses) to any employee of this grant at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal **government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System.** The Sub-recipient understands it may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.

Application Certified Assurances Form

- ◆ **Programmatic:**
- ◆ **Services to Victims of Domestic and/or Sexual Violence and their children:** The Sub-recipient, if providing services to victims of domestic and/or sexual violence and their children through this contract, shall 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 and/or Sexual Violence Programs, as they relate to the provision of services required herein.
- ◆ **Services to All Other Victims of Crime:** The Sub-recipient, if not primarily providing services to victims of domestic and/or sexual violence through this contract, shall comply with the program standards and guidelines set forth by the Missouri Department of Public Safety Crime Victim Services Unit Program Standards and Guidelines, as they relate to the provision of services required herein.
- ◆ **Coordination of activities:** The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.

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- ◆ **Data Collection:** The Sub-recipient assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues and in response to requests from the Department of Justice, Office of Victims of Crime. In addition to information that may be necessary in follow up to monitoring and/or audit issues, and in response to requests from the Missouri Department of Public Safety.
- ◆ **Access to Records:** The Sub-recipient authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.

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- ◆ **Confidentiality of Research Information:** The Sub-recipient assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
- ◆ **Printed Materials:** All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: **“This project was supported by funding made available through the Victims of Crime Act Fund administered by the Missouri Department of Public Safety, Office of the Director.”** The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Missouri Department of Public Safety, Office of the Director or the Department of Justice Programs.

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- ◆ **Client-Counselor Confidentiality:** The Sub-recipient assures that they will maintain confidentiality of client-counselor information as required by state and federal law.
- ◆ **Code of Professional Ethics:** The Sub-recipient shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Sub-recipients.
- ◆ **Victims' Rights Compliance:** The Sub-recipient assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance)

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- ◆ **Criminal or Civil Filings:** The Sub-recipient assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order or witness subpoena, whether issued inside or outside this state.

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- ◆ **Forensic Medical Exams:** To the extent funds are not available from other sources, the state, must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, territory, Indian tribal government, unit of local government, or another 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.
- ◆ **Polygraph/Voice Stress Analysis:** No prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim of sexual assault under section 566.040 or forcible rape under section 566.030 to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.

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- ◆ **Court Records:** After August 28, 2007, any information contained in any court record, whether written or published on the Internet, that could be used to identify or locate any victim of sexual assault, domestic assault, stalking, or forcible rape shall be closed and redacted from such record prior to disclosure to the public. Identifying information shall include the name, home or temporary address, telephone number, social security number or physical characteristics.
- ◆ **Consultation with Victim Services:** Prosecution, law enforcement and court based applicants must consult with tribal, territorial, 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.

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- ◆ **Nondisclosure of confidential or Private Information:** Sub-recipients may not disclose personally identifying information about victims served with VOCA funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for any VOCA grant program or another Federal agency, state, tribal, or a territorial grant program. This provision also limits disclosures by VOCA Sub-recipients to other federal grantees, including disclosures to statewide or regional databases.
- ◆ **Historic Preservation Act:** Sub-recipients must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
- ◆ **Time Records Requirement:** The applicant assures that, **all** project personnel funded through the VOCA grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS upon request.

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- ◆ **Claims that are Late:** Sub-recipients assure the Claim for Reimbursement, Detail of Expenditures, and supporting documentation will be submitted by the 5th of each month. If specified due date falls on a weekend or holiday, the Claim must be received by the first working day after the weekend or holiday. Claims submitted after deadline will not be processed until the following month. Claims are due each month whether or not the sub-recipient expended any grant or local match funds.
 - Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the Award of Contract and may result in the delay of reimbursement and/or termination of the contract.
- ◆ **Timely Reporting:** Sub-recipients assure that expenses will be submitted within 60 days from the time the expense was incurred. The Missouri Department of Public Safety reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.

Application Certified Assurances Form

- ◆ **Claims with Errors:** Sub-recipients assure that accurate claims will be submitted. If a Claim is submitted with errors, the Claim may be negotiated for corrections. If the errors are not corrected after two (2) negotiations, the Claim may be withdrawn and not paid. If a Claim is withdrawn due to errors, a correspondence will be sent to the Executive Director and Board President.
- ◆ **Annual Performance Reports:** The Sub-recipient agrees to provide information on the activities supported and an assessment of the effects that the VOCA victim assistance funds have had on services to crime victims for the specified time period. This information will be submitted on the DPS "VOCA Annual Performance Report" no later than 15 days following the end date of the reporting period.

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- ◆ **Match:** State and local units of government are required to provide 20% of the total project cost as match. Match may be provided in the form of cash or in-kind match. All funds designated as match are restricted to the same uses as the VOCA program funds and must be expended within the grant period. Match must be provided on a project-by-project basis. A match waiver may be submitted at the time of the application for consideration.
- ◆ **Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

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

Application Deadline

- ◆ Applications must be submitted no later than 11:59 p.m. on Friday, October 9, 2015
- ◆ All information/documents must be submitted with the final application via WebGrants. Missing or late information/documents will not be accepted.

Final Tips

- ◆ Contract period is now 18 months. You will need to request 18 months worth of funds. Keep this in mind when budgeting.
- ◆ Read screen instructions thoroughly on WebGrants and make sure to refer to the solicitation.
- ◆ Ensure all necessary attachments are included.

Final Tips

- ◆ Avoid submitting registration and application close to deadlines in the event technical problems arise.
- ◆ If unforeseen WebGrants technical issues arise, only then will a late application be considered. (Please see Application Packet for more information.)

Final Tips

◆ Remember important deadlines:

- WebGrants Registration: no later than 11:59 p.m. on October 2, 2015
- Applications submitted: no later than 11:59 p.m. on October 9, 2015

Final Tips

JUSTIFY, JUSTIFY, JUSTIFY!
EXPLAIN, EXPLAIN, EXPLAIN!
DOCUMENT, DOCUMENT, DOCUMENT!

- ◆ Remember: State and local public agencies cannot use VOCA funds to supplant existing funds
- ◆ If funding has been lost you must document that in the application

Online Resources

- ◆ <http://www.dps.mo.gov/dir/programs/cvsu/voca.asp>
 - Pre-Bid Power Point Presentation
 - 2016 Solicitation Packet
 - Service Standards and Code of Ethics
 - WebGrants Sub-grantee Manual
 - Link to WebGrants Website

THANKS FOR LISTENING!!!!

ANY QUESTIONS?

