



NOTICE OF FUNDING OPPORTUNITY

Protection Program for Victims/Witnesses of Violent Crime

Administering Agency:

The Missouri Department of Public Safety **(REVISED 6/9/2022 and 8/2/2023)**

Program Title:

Protection Program for Victims/Witnesses of Violent Crime (PPVVC)

Program Description:

Missouri law enforcement agencies participating in PPVVC may seek reimbursement for providing for the health, safety, and welfare of victims/witnesses of violent crime and their family members if their testimony might subject them to danger or bodily injury.

Announcement Type:

Open

Release Date:

October 1, 2020

***Funding Cycle:**

State Fiscal Year (begins July 1 of each year)

**Funds for this program are subject to appropriations.*

Eligibility/Participation:

Any Missouri law enforcement agency is eligible to register to participate. Registration is required prior to seeking reimbursement. Register via the DPS WebGrants System at: <https://dpsgrants.dps.mo.gov>

PRE-REGISTRATION

Pre-Registration is ***strongly*** encouraged!
**Note-You do not have to have claim to pre-register.*

CLAIM SUBMISSION

Claims must be submitted within the same SFY and based upon Pre-Approval Request.

**Claims process on a first-come, first-served basis.*

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Program Description

Protection Program for Victims/Witnesses of Violent Crime

INTRODUCTION

The Protection Program for Victims/Witnesses of Violent Crime (PPVVC) is administered by the Missouri Department of Public Safety (DPS). DPS may make funds available to Missouri law enforcement agencies to provide for the health, safety, and welfare of victims/witnesses of violent crime and their family members if their testimony might subject them to danger or bodily injury. These services may continue so long as such danger exists. Services are subject to the availability of funding.

SOURCE OF FUNDS

The amount and availability of funds for the PPVVC are contingent upon state appropriations.

SUMMARY OF PPVVC PROCESS

1. Pre-Register—GETS THE AGENCY POSITIONED TO BE REIMBURSED

Law enforcement agencies must pre-register to participate in the PPVVC in the DPS WebGrants System. Go to the DPS WebGrants System at <https://dpsgrants.dps.mo.gov>. A confirmation of registration will be sent via WebGrants. Agencies are strongly encouraged to pre-register, it is not necessary to wait until there is claim. Pre-registering reduces the amount of time for claims processing.

2. Submit a Pre-Approval Request Form—DETERMINES PRELIMINARY APPROVAL

Once registered, agencies may submit a Pre-Approval Request form for preliminary approval. All requests must be strictly for the provision of victim/witness protection services deemed allowable per this notice. Narrative to clearly justify the request is required on the form. DPS will send notice of approval, denial or request more information via WebGrants.

3. Submit Claim and Upload Required Supporting Documentation—DETERMINES APPROVAL FOR PAYMENT

Upon review of the supporting documentation (proof of payment), the claim may receive final approval and payment will issue. If any item requested is not adequately justified or is not supported by the required documentation, the payment will be reduced by that amount.

4. Reimbursement —INITIATES PAYMENT

The agency is typically reimbursed within 10 days barring any extenuating circumstances via an EFT transaction.

All claims must be submitted via WebGrants. Claims must be submitted within the SFY of the approval request. Because funds are distributed on a first-come, first-served basis, agencies are cautioned against submitting past 90 days of the expenditure occurrence.

The PPVVC program operates on a reimbursement basis only; in order to be reimbursed the law enforcement agency must first pay/obligate funds.

DEFINITIONS

Victim/Witness Protection— temporary emergency placement based upon imminent and preset threat of danger to the victim/witness. Placement is based upon a determination of need and length of time that victim/witness needs to be removed from current circumstances. Safety planning (*see the definition below*) is required as part of this process.

Victim/Witness Relocation— a permanent move of the victim/witness from their current living situation to housing that will provide an opportunity for greater safety. Safety planning from a long-term perspective is required as part of this process.

Release of Information Form— a formal document signed by the victim/witness to be maintained by the law enforcement agency for all contacts to be made with involved agencies or housing providers for relocation.

Violent Crime— an act committed in Missouri which, regardless of adjudication, involves the application of force or violence or the threat of force or violence by the offender upon the victim. For the purposes of this program, violent crime includes: **homicide, aggravated assault, rape, sexual assault, and attempted murder.**

Dependent— mother, father, spouse, spouse's mother, spouse's father, child, grandchild, adopted child, illegitimate child, niece or nephew, who is wholly or partially dependent for support upon, and living with, but shall include children entitled to child support, but not living with, the victim at the time of his injury or death due to a crime as described in [RSMo 595.010.8](#)

Direct Service or Services to Victims of Crime—those services described in [42 U.S.C. 10603\(d\)\(2\)](#), and efforts that—

- (1) Respond to the emotional, psychological, or physical needs of crime victims;
- (2) Assist victims to stabilize their lives after victimization;
- (3) Assist victims to understand and participate in the criminal justice system; or
- (4) Restore a measure of security and safety for the victim.

Director— the Director of DPS or his/her designee for the purposes of this notice.

Family Member— the spouse, parent, grandparent, stepmother, stepfather, child, grandchild, brother, sister, half-brother, half-sister, adopted children of parent, or spouse's parents as described in [RSMo 595.010.14](#)

Offender— a person who commits a crime.

Safety Planning—a preliminary threat assessment and interim plan to help ensure victim/witness safety until a more comprehensive assessment and planning can be conducted. A safety plan is a personalized plan that includes practical information about staying safe, physically and emotionally. A useful safety plan includes all of the important information needed to help victims/witnesses take control of an unsafe situation and move forward after experiencing a crime. For more information, visit <https://victimconnect.org/get-help/physical-safety/>

Supplanting— State funds must be used to **supplement** existing State and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. If the agency has funds already budgeted for the same services allowable through the PPVVC, those fund must be exhausted prior to PPVC funds.

Survivor— the spouse, parent, legal guardian, grandparent, sibling or child of the deceased victim of the victim's household at the time of the crime.

Victim— a person, a dependent or family member of a person who suffers emotionally, psychologically, or physically as a direct result of a crime.

MANDATORY REQUIREMENTS

Any Missouri law enforcement is eligible for participation in the PPVVC. Agencies will be required to include, at a minimum, the following information throughout the PPVVC process:

1. A statement that assistance from the PPVVC is not contingent upon the victim offering testimony in a judicial or law enforcement matter;
2. The law enforcement agency has provided the victim/witness with information to assist them in understanding their rights as defined in Article 1, Section 32 of the Missouri State Constitution and further described in [RSMo 595.201](#) of the Missouri Revised Statutes.
3. If applicable, the law enforcement agency has provided the victim/witness with information to assist them in understanding the Missouri Sexual Assault Survivors' Bill of rights as described in [RSMo 595.201](#) of the Missouri Revised Statutes.
4. The law enforcement agency must provide a statement of conditions that qualify each victim/witness to be serviced for protection;
5. Precise methods the originating law enforcement agency will use to provide protection:
 - a. relocation, and/or;
 - b. reciprocal agreements with other law enforcement or victim service agencies
6. A statement of the projected costs over a specific period of time;
7. If the requesting law enforcement agency expects the person to provide evidence in any court of competent jurisdiction the agency shall provide:
 - a. a brief statement of the anticipated evidence;
 - b. certification of reasonable belief in person's competency to give evidence;
 - c. a statement of facts supporting law enforcement agencies belief in the accuracy of the evidence; and
 - d. any offer made in exchange for the person agreeing to give evidence.
8. The law enforcement agency receiving assistance will be responsible for the development and implementation of a record-keeping system, based on the following criteria, to verify the eligibility of victims of crime and/or their dependents to receive services:
 - a. The crime must have been committed in Missouri, or the crime victim must be a resident of Missouri;
 - b. The crime must have involved the threat or the use of force or violence in its commission;
 - c. The victim of the crime cannot be the perpetrator or a principal or accessory involved in the commission of the crime for which PPVVC services are being provided
 - d. Injuries sustained by the victim of crime cannot be a result of the operation of a motor vehicle, boat or airplane unless the same was used as a weapon in a deliberate attempt to inflict personal injury upon any person, or unless the victim was injured as a result of vehicular manslaughter
9. The law enforcement agency must provide services to eligible victims through the PPVVC funded program free of charge.

10. The law enforcement agency is encouraged to include provisions to assist crime victims/witnesses in seeking available crime victim compensation benefits by coordinating its activities with the DPS Crime Victims' Compensation Program (CVC) at <https://dps.mo.gov/dir/programs/cvc/>. Law enforcement agencies are also encouraged make victims and witnesses aware of and how to access the Missouri address confidentiality program, Safe at Home. Safe at Home is administered by the Missouri Secretary of State a can be access at: <https://www.sos.mo.gov/business/safeathome>.

ELIGIBILITY

Participation in the PPVVC program is restricted to Missouri law enforcement agencies only. Agencies are **strongly encouraged to pre-register to participate in PPVVC**. Pre-registering will expedite the claims reimbursement process in the event the agency has a claim. Agencies do not have to have a claim in order to pre-register. If the agency pre-registers and does not submit a claim, the registration will remain active until further notice from DPS.

SERVICE AREAS

PPVVC eligible agencies may provide assistance to victims/witnesses of violent crime, their dependents, and eligible family members in the service areas identified below. Services may also include educational and informational services designed to improve a victims understanding of the criminal justice process and the rights afforded them under Missouri law. For more details, see the Allowable Expenses section of this notice.

Security/Protection—Armed protection, escort, marked or unmarked surveillance, periodic visits or contact by law enforcement officials prior, during or subsequent to the official criminal justice proceedings.

Emergency Expenses—Expenses including food, transportation, hygiene, and/or utility costs. Services provided to alleviate the immediate effects of the criminal act or offense.

Protected Housing—Rental or modification of protected housing facilities. Agencies may contract with any department of federal or state government to obtain or provide the facilities or services to carry out these activities.

Relocation—Rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing.

Transportation/Storage— Transportation of victims/witnesses to receive services and to participate in criminal justice proceedings, rental and expenses of vehicles to transport personal possessions, temporary rental of storage facilities for personal possession; victim transportation.

The PPVVC activities may be carried out by the law enforcement agency or on a contractual basis with appropriate service providers. The law enforcement agency may also contract with outside entities, including any department of federal or state government, to obtain or provide facilities for protection services. Contractual service costs must be reasonable and consistent with that paid for similar services in the marketplace. A copy of the contract will be required. The agency and its contractors must adhere to the [DPS Financial and Administrative Guide](#) and [DPS Subrecipient Travel Guidelines](#).

For law enforcement agencies who may contract for services, the service rate per hour cannot exceed \$81.25/hour.

ALLOWABLE COSTS

The PPVVC allows for participation in criminal justice and other public proceedings arising from violent crime. Allowable costs may include the following, this list may not be all-inclusive.

- Safety Planning
- Interpreting for deaf or hard of hearing, or with limited English proficiency;
- Security/Surveillance;
- Emergency food; (not to exceed state per diem rates);
- Emergency clothing;
- Body-worn cameras, body armor, “burner” cell phones specifically used for victims/witnesses
- Accompanying victims to hospitals for medical examinations and/or court;
- Window and/or lock replacement or repair, and other repairs necessary to ensure a victim's safety;
- Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;
- Out-patient therapy/counseling;
- Victim Transportation (in-state, local bus/mass-transit fare, truck rental to transport victim belongings);
- Transportation of victims to receive services and to participate in criminal justice proceedings;
- Temporary storage rental for personal possessions;
- Child care and respite care to enable a victim/witness who is a caregiver to attend activities related to criminal justice proceedings;
- Shelter and/or rental or modification of protected housing facilities/temporary relocation expenses
- Victim/Witness notification and information and assistance with Victim Impact Statements

UNALLOWABLE COSTS

The following services or activities are unallowable (*this list may not be all-inclusive*):

- Crime Prevention Programs and other activities intended to educate the community on the prevention of crime and to raise the public's consciousness regarding crime;
- Indirect Costs;
- Vehicles purchased or leased;
- Professional dues, subscriptions, and memberships;
- Lobbying or advocacy activities with respect to legislation or for administrative changes to regulations or administrative policy, whether conducted directly or indirectly;
- Fundraising—any activities related to fundraising including grant writing;
- Capital expenses/improvements; property losses and expenses (except windows & locks); real estate purchases; mortgage payments; and construction;
- DNA testing of evidentiary materials, uploading DNA profiles to a database, and entry of records into state repositories;
- Medical care, except as otherwise allowed by other provisions of this funding opportunity.

CONFIDENTIALITY

Information related to the provision of services under this program must be kept in strict confidence. The law enforcement agency and/or any contractor cannot publish, reproduce, or otherwise divulge such information unless prior written approval is received from DPS. Applicants must take all reasonable measures as are necessary to restrict access to information in their possession to only those employees who must have the information on a "need-to-know" basis, and the applicant agrees to notify, in writing, DPS within 24 hours should a breach to this requirement be suspected or determined. Nothing in this requirement shall be construed to seek a breach of client confidentiality between client and counselor except as mandated by the laws of the State of Missouri, i.e., Child Abuse Hotline.

CLAIMS FOR REIMBURSEMENT DEADLINE

The funding period is based upon the State Fiscal Year (July 1 to June 30, of each year). The deadline to submit a claim for reimbursement is June 30 (of each SFY).

CLAIMS FOR REIMBURSEMENT, PROCESSING TIME & FUND AVAILABILITY

Law enforcement agencies that have not registered for the PPVVC **may not** submit claims. Claims must be submitted via WebGrants. Claims are typically processed within ten (10) business days barring any extenuating circumstances. Claims will be paid on a first-come, first-served basis and are contingent upon available funding.

MONITORING

All PPVVC participants will be monitored through either an onsite visit or virtual desk monitoring. The PPVVC agency agrees to participate in monitoring by DPS and further agrees to make available upon request any records relevant to PPVVC. PPVVC records are to be maintained by the agency, including personnel, fiscal, and programmatic. In certain situations, an agency may be monitored either onsite or virtual desk monitoring on a more frequent basis to ensure compliance.

REPORTING REQUIREMENTS

PPVVC agencies will be required to complete a service report with each claim for reimbursement. The report will be available in WebGrants and will be submitted via WebGrants. Claims for reimbursement will not be approved without a service report.

PROCESS OVERVIEW

Review the PPVVC Guidelines

- The PPVVC is a reimbursement only program. The law enforcement agency **MUST** incur or legally obligate funds prior to seeking reimbursement from PPVVC. (i.e., approved purchase requisitions, order confirmation, etc.) *NOTE: Payment will not be issued until proof of payment is submitted to DPS.*
- Be familiar with the types of services/activities that are **ALLOWABLE**. If a claim is submitted that includes an unallowable expense, that expense will be denied.
- Documentation and justification. Be prepared to provide documentation that proves payment was made for any item you are seeking reimbursement for. Acceptable proof of payment may include paid receipts, paid credit card statements, bank statements, etc.
- If in doubt, please submit your request for information to cvsu@dps.mo.gov. Be specific!

Register in WebGrants AND Apply for the PPVVC Funding Opportunity

- Any law enforcement agency is eligible to participate, provided they acquire a WebGrants User ID **AND** apply for the PPVVC Funding Opportunity in WebGrants.
- The individual submitting the registration will receive a User Name and Password. This registration allows the agency access all available DPS Director's Office funding opportunities. Without an approved registration, an agency will not be able access DPS Webgrant.
- **IMPORTANT:** The law enforcement agency only needs to register for WebGrants one time. *If the agency is already registered for WebGrants, there is no need to re-register. If assistance is needed please email cvsu@dps.mo.gov*
- To participate the law enforcement agency must complete the requirements of the PPVVC Funding Opportunity in WebGrants.
- Law enforcement agencies are encouraged to **REGISTER IN ADVANCE OF NEED**. You do not have to wait until you have a claim. Registering early will help ensure any future claims for reimbursement are processed timely.

Submit Pre-Approval Request form for Preliminary Approval (Round 1 Review)

- Log into Webgrants to submit the Pre-Approval Request Form via the Correspondence component. Specific directions will be provided by DPS as needed.

Claim & Supporting Documentation Review (Final Review for Approval)

- DPS staff will review the claim for eligibility. Supporting documentation must accompany each claim. For example, receipts, portfolios, paid credit card statements, etc.
- If there is an unallowable entry, that entry will be removed and an explanation will be provided or the claim will be negotiated back the law enforcement agency for clarification/corrections.
- If there is a question, DPS staff will contact the law enforcement agency through the correspondence component of WebGrants.
- If the claim is deemed eligible, the law enforcement agency will receive notification of approval via WebGrants.
- If the claim is deemed ineligible, the law enforcement agency will receive notification the claim is denied via WebGrants.

Payment

- All payments will be made directly to the law enforcement agency via an EFT transaction from SAMII, the State of Missouri official accounting system. You can track the progress of a payment by visiting the [State of Missouri Vendor Portal](#).

WebGrants Registration Instructions

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

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

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit <https://www.dnb.com/duns-number.html> or call 1-844-232-9872.

2. 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.

If your registration is approved your User ID and Password will be immediately active and you may log into the system; if your registration is denied, the email will contain the reason for the denial.

FUNDING OPPORTUNITY APPLICATION FORMS FOR PPVCC PRE-REGISTRATION

Login into WeGrants:

Use your credentials to log into WebGrants. On the Main Menu screen, click the 'Funding Opportunities' link and then click **2021 PPVVC**. Each component must be completed, and each form must be 'Marked as Complete' before the application may be submitted.

General Information:

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, "2021 PPVVC Project" is **not** a unique title and is **not** specific to your organization/project. A suggested title format is: *Somewhere City, Police Dept. D-PPVVC 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 who will have direct oversight of the PPVVC activities. The Project Director shall be the chief or sheriff of the agency.

***The Authorized Official and the Project Director may not be the same person for this project!!!**

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 day-to-day activities of PPVVC and is generally available during daytime working hours. ***This person can be the Project Director if that individual is most familiar with the program.***

Project Summary Form:

Application Type – Select NEW.

Contract Numbers – Enter any current contracts/awards with DPS

Program Category – Select “PPVVC”

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 anticipated services to be provided based upon the information provided in the Type of Program narrative. This should be limited to a few sentences.

Program Income – Select NO; income generating programs are ineligible for the PPVVC program.

- Click Save.
- Click Mark as Complete.

Declaration of Need:

This section must address the need for PPVVC funds. Please provide a brief declaration of need that describes why the agency is requesting assistance for victim/witness.

- Click Save.
- Click Mark as Complete.

Certified Assurances:

Please review each statement carefully. This WebGrants form must be signed by the Authorized Official, the signature certifies the law enforcement agency will comply with all federal or state laws, circulars, statutes, and guidelines applicable to the PPVVC. In lieu of an original signature, typing the Authorized Officials name, certifies the statement to be true and that the agency will comply with all terms and conditions of the DPS and the PPVVC program. Prior to receiving funds, a copy of the Certified Assurances with the Authorized Official’s signature must be sent to DPS.

Crime Victims’ Compensation Assistance:

Describe the procedures used by your agency to provide information and assistance to crime victims about the DPS Missouri [Crime Victims’ Compensation Program](#):

Safe at Home:

Describe the procedures used by your agency to provide information and assistance to crime victims about the Missouri Secretary of State’s [Safe at Home Program](#).

Victim Notification:

Describe the procedures used by your agency to comply with Section 595.209 of the Missouri Revised Statutes specifically related to victim notifications, includes promotion and/or use of the Missouri Automated Victim Notification System ([MOVANS](#)).

Service Standards

If serving domestic and/or sexual violence victims agencies are be required to comply with the [MCADSV Standards](#). These agencies will not be required to comply with the DPS Crime Victims Services [Program Standards and Guidelines](#)).

Agencies NOT primarily serving victims of domestic violence and/or sexual violence will be required to comply with the DPS Crime Victims Services [Program Standards and Guidelines](#). (These agencies will not be required to adhere to the MCADSV Standards).

- Complete the form.
- 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. 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.

SUBMITTING THE PRE-REGISTRATION

When all forms are marked “Complete”, review your entire PPVVC registration application. To review your registration online click “Application Details”.

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.

When the application is ready for submission, click the **Submit** button and wait for confirmation.
Once submitted, you cannot make changes to the application!

WEBGRANTS TECHNICAL ISSUES

If the applicant experiences **WebGrants technical issues**, which are beyond the applicant's control, and the WebGrants technical issues prevent submission of the application by the deadline, the applicant must contact the Department of Public Safety staff **by e-mail 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;**
- 5) Contact information for the person attempting to submit the application.**

DPS will consider the information provided in order to determine if the application will be accepted late. Please **send all emails to cvsu@dps.mo.gov**; in the subject line notate "Application Technical Issues".