



Grant Compliance Seminar

Title II Formula Grant

Presented by the Missouri Department of Public Safety

OFFICE FOR VICTIMS OF CRIME



The OVC Team

Connie Berhorst, Program Manager

Adriana Budean, Office Support Assistant

Victim Services Grants

- Tina Utley, Kristina Kirchhoff-Welch, Liz Leuckel

Juvenile Justice, Crime Victims' Rights and Witness Protection Program

- Michelle Parks

Notifications

- Rhonda Wilson

Crime Victims' Compensation

- Juanita Monteer, Jeanette Wiggins, Amanda Koetting, Charlotte Overton, Malana Tivis, Stacy Bubach, Brittany Kriesler, Jonya Griffith-Castenada

Juvenile Protections/Compliance

- Chris Yeager



Juvenile Justice Contacts

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Purpose of Today's Webinar

- ▶ **To provide information regarding:**
 - ▶ U.S. Juvenile Justice and Delinquency Prevention (JJDP) Act Requirements
 - ▶ Reporting, Monitoring, Record Keeping, and Financial Requirements Title II Formula Grant
 - ▶ Instructions for WebGrants Reporting

Funding Source & Administration

▶ Funding Source

- ▶ U.S. Department of Justice: Office of Juvenile Justice and Delinquency Prevention
 - ▶ CFDA Number 16.540

▶ Administrative Authority

- ▶ Missouri Department of Public Safety, Office for Victims of Crime
- ▶ Juvenile Justice Advisory Group

Juvenile Justice and Delinquency Prevention (JJDP) Act

- ▶ Eligibility Requirements for Missouri
 - ▶ Establish a State Advisory Group - The Missouri Juvenile Justice Advisory Group (JJAG)
 - ▶ Comply with the Four Core Requirements of the Juvenile Justice and Delinquency Prevention Act
 - ▶ Develop a Comprehensive Three-Year Juvenile Justice and Delinquency Prevention Plan

Juvenile Justice Advisory Group (JJAG)

Judge Thomas Frawley, Chair
St. Louis, MO

Jody Austin
Springfield, MO

Michael Dammerich
Montgomery City, MO

Joan Esserman
Webster Groves, MO

Deborah Jones
Sikeston, MO

Jordan Ifland
Kansas City, MO

Suzanne Kissock
St. Joseph, MO

Judge Harold
Lowenstein
Kansas City, MO

Larry Maddox
Springfield, MO

Landon Miller
Columbia, MO

David Nelson
Jefferson City, MO

Judge John Parrish
Lee's Summit, MO

Joseph Smith
Warrensburg, MO

Erin Wiseman
Jefferson City MO

Keith Wood
Maryville, MO

JJDP Act 4 Core Requirements

- ▶ Deinstitutionalization (Removal) of Status and Non-Offenders
- ▶ Jail Removal
- ▶ Sight and Sound Separation
- ▶ Racial and Ethnic Disparity (R/ED)

Definitions

Juvenile Offender - a person under age eighteen residing in Missouri who has:

1. Informally admitted to the commission of a status or delinquent offense as described in RSMo. 211.031.1(2) and (3), or,
2. Has been formally adjudicated by a Missouri juvenile or family court for an offense as described in RSMo. 211.031.1(2) or (3)

Definitions

Status Offender - A youth under the age of 18 who commits an offense that would not be considered a crime if committed by an adult, i.e. truancy, breaking curfew, runaways, etc.

Delinquent Offender - A youth under the age of 18 who has committed a crime.

Youth Under Juvenile Court's Jurisdiction - A youth is a ward of a juvenile or family court at the time of his/her 18th birthday. S/he may continue to receive services until the youth is released by the court's jurisdiction or until s/he reaches age 21, whichever occurs first.

Binding Award of Contract

By signing the Award of Contract, you

1. Accepted the Title II Award of Funding and entered into a contract with the Department of Public Safety (DPS)
2. Agreed to comply with all of the terms and conditions outlined in the application packet for the pertinent grant program, including Certified Assurances

Performance Period

October 1, 2021
Through
September 30, 2022

Correspondence

- ▶ Grant communication must be sent to your Regional Representative (Michelle Parks) through the Correspondence component of the WebGrants system
- ▶ If your contract is not currently “underway” you will either need to wait until the status changes, or you may email your Regional Representative (Michelle Parks) with any questions or issues
- ▶ Do not click “Reply” to the e-mail alert you receive from WebGrants
 - ▶ Open the message within WebGrants and use the Reply feature in the system
- ▶ Please include your NAME and AGENCY in ALL correspondence

Model Programs and Effective Practices

- ▶ All projects must be model programs, promising practices and/or best practices
- ▶ Applicants must use the highest degree of fidelity (conformity) in the implementation of the components of the model programs, promising practices and/or best practices.

In other words, all components of the model programs, promising practices, and/or best practices must be used.

Eligible Activities

- ▶ The grant funds may only be used for the activities outlined in your approved application.
- ▶ Follow your contract's approved timeline of activities.

Eligible Budget Items

- ▶ The grant funds may only be used for the budget items outlined in your approved application.
- ▶ Any questions regarding your approved budget, reach out to your Regional Representative

Contract Cancellation Conditions

Projects must be operational within 60 days of the contract starting date.

If a project is not operational within 60 days, the subrecipient must notify DPS in writing about:

1. The steps being taken to initiate the project
2. The reason for the delay
3. The expected starting date

DPS may extend the implementation period or may cancel the project and reallocate the funds to other projects.

DPS Financial and Administrative Guide

The DPS Financial and Administrative Guide is posted on the DPS website under the Title II Funding Opportunity:

Funding Opportunities

Federal Title II funding received by the State of Missouri may be utilized to address issues within the following four categories: Alternatives to Detention, Delinquency Prevention, Gender Specific Services and Racial and Ethnic Disparities. For more specific information on the federal program areas click on the 2020 Title II Funding Opportunity Guidelines.

FY22 Title II Formula Grant Notice of Funding Opportunity

Project Period 10/01/2021 through 9/30/2022

- [FY22 Title II Funding Opportunity Guidelines](#)
- [FY22 Title II Application Instructions](#)
- [FY22 Title II Pre-Bid Powerpoint](#)
- [FY22 Title II Pre-Bid Workshop](#)

Funding Opportunity References

- [DPS Financial and Administrative Guidelines \(Rev 3/19/19\)](#)
- [WebGrants Application Manual](#)
- [DPS Travel Guidelines \(Rev 6/10/16\)](#)

Title II Federal Formula Grant Program

- [Title II Federal Formula Grant Program Guidelines](#)
- [Fact Sheet](#)
- [Missouri Comprehensive Three-Year Plan \(FY2018-2022\)](#)

For questions contact the Program Manager at (573) 751-5954 or at Michelle.Parks@dps.mo.gov

Be sure to check the website periodically for updates and/or changes to the guide.

OJP Financial Guide

The Office of Justice Programs within the U.S. Department of Justice also has a financial guide that must be followed by the recipients and subrecipients of federal funding.

The OJP Financial Guide may be found at:

<https://www.ojp.gov/funding/financialguideojp/overview>

Civil Rights Compliance- State Civil Rights Laws

- ▶ Section 213.055 RSMo - Unlawful Employment Practices
 - ▶ Contract may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, age or disability in its employment practices (e.g. hiring, compensation, conditions, or privileges)
- ▶ Section 213.065 RSMo - Discrimination in Public Accommodations
 - ▶ Contract may not discriminate on the basis of race, color, religion, national origin, sex, ancestry, or disability in the use and enjoyment of any place of public accommodation
 - ▶ It is unlawful to refuse, withhold from, or deny any of the accommodations, advantages, facilities, services, or privileges made available in any place of public accommodations

Civil Rights Compliance- Federal Civil Rights Laws

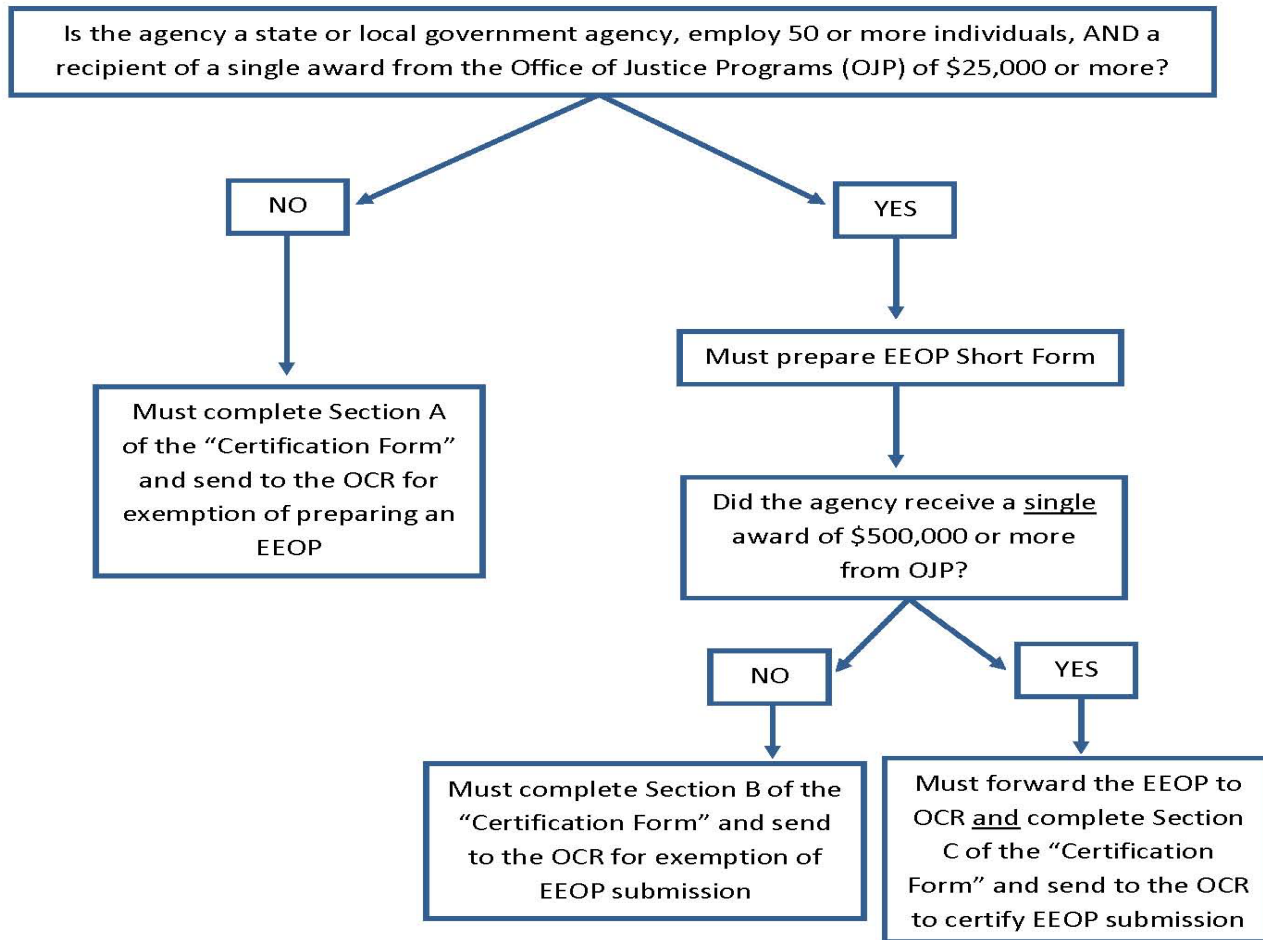
- ▶ Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- ▶ Rehabilitation Act of 1973 (29 U.S.C. § 794)
- ▶ Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, and 1685-86)
- ▶ Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07)
- ▶ Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34)
- ▶ U.S. Department of Justice Regulations - Non-Discrimination; Equal Employment Opportunity; Policies and Procedures (28 C.F.R. pt 42)
- ▶ U.S. Department of Justice Regulations - Equal Treatment for Faith Based Organizations (28 C.F.R. pt 38)
- ▶ Executive Order 13279 (equal protection of the law for faith based and community organizations)

Equal Employment Opportunity Plan (EEOP)

Department of Justice (DOJ), Office of Justice Programs (OJP)

- ▶ 28 C.F.R. 42.301-42.308
- ▶ A workforce report completed to ensure recipients of federal funding are providing equal employment opportunities to men and women regardless of sex, race or national origin
- ▶ EEOP Plan, if required, is effective for a 2-year period, commencing with the date of the approval letter from the Office for Civil Rights (OCR)
- ▶ If the agency is complete the Certification Form, it must be submitted yearly (see next few slides)
- ▶ Should be prepared by the recipient of the federal funding (county, city, state department)
- ▶ <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

Equal Employment Opportunity Plan (EEOP) - continued



Equal Employment Opportunity Plan (EEOP) - continued

31. Which recipients must submit a Certification Form? —

All recipients, direct and sub-recipients, of Department of Justice financial assistance are required to submit a Certification Form to the Office for Civil Rights. Please note that even recipients which are exempt from a comprehensive EEO Plan requirement, including non-profits, educational institutions, medical institutions, and Indian tribes, must complete and submit a Certification Form claiming exemption from EEOP requirements.

32. How often must each recipient submit an EEO Certification Form? —

All direct and sub-recipients must submit a Certification Form **each year**. Please see [FAQ #31](#) for details on what a Certification Form is.

For how often each recipient must submit a Utilization Report see [FAQ #8](#).

33. What is the deadline for submitting an EEO Certification Form? —

The EEO Certification Form is due 120 days from the INITIAL award date. For proceeding years, the Certification Form is due on the same date as your initial submission of the form. For example, if your initial award date is March 1, 2018, then the Certification Form is due 120 days from March 1, 2018 (on June 28, 2018). The following year, your Certification Form will be due on June 28, 2019, and the same date for 2020, etc.

A recipient agency is required to submit an EEO Certification Form each year based on the single largest active award, and if required, an EEO Utilization Report every other year.

Non-Discrimination

- ▶ Subgrantee may not discriminate on the basis of race, color, national origin, religion, sex, or disability in its employment practices or in the delivery of services
- ▶ If the Subgrantee has 50 or more employees and receives DOJ-OJJDP funding of \$25,000 or more:
 - ▶ The Subgrantee must have written policies or procedures in place to notify program participants and employees on how to file complaints alleging discrimination
 - ▶ The Contract must designate a person(s) to coordinate complaints alleging discrimination

Findings of Discrimination

- ▶ Subgrantee must notify DPS of any findings of discrimination within 30 days of the court judgement
- ▶ Submit the Court judgement with a cover letter, which identifies your DPS-assigned contract number, as indicated on the Award of Contract to:

Missouri Department of Public Safety

Attn: Director of Public Safety

PO Box 749

1101 Riverside Drive

Jefferson City, MO 65102

- ▶ DPS must forward to the Office for Civil Rights (OCR)

Limited English Proficiency (LEP)

- ▶ Subgrantee must take steps to provide meaningful access to its programs and activities to persons with LEP
 - ▶ Oral Interpretation
 - ▶ Written Interpretation
 - ▶ Individuals with hearing impairment
 - ▶ Individuals whose primary language is not English
- ▶ Recommended the Subgrantee develop a written policy on providing language access services to LEP persons
- ▶ For more information on LEP planning tools and sample policies, go to <https://www.ojp.usdoj.gov/about/ocr/lep.htm>

Title II Formula Grant Funding

Title II Purpose Areas

- ▶ Community-based alternatives (Alternatives to Detention) to incarceration and institutionalization including-
 - ▶ For status offenders and other youth who need temporary placement: crisis intervention, shelter, and after-care;
 - ▶ For youth who need residential placement: a continuum of foster care or group home alternatives that provide access to a comprehensive array of services;
 - ▶ For youth who need specialized and comprehensive services that address the unique issues encountered by youth when they become involved with gangs
- ▶ Comprehensive juvenile justice and delinquency prevention programs
 - ▶ Meet the needs of youth through the collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, health care agencies, and private nonprofit agencies offering youth services
 - ▶ To prevent youth from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system

Title II Purpose Areas

▶ Gender Specific Services

- ▶ Services that address the needs of female offenders in the juvenile justice system
- ▶ Services designed to promote healthy attitudes, behaviors/lifestyles and promote social competence in girls
- ▶ Address issues in the context of relationships to peers, family, school and community

▶ Racial and Ethnic Disparity

- ▶ Disproportionate number of minority youth who come into contact with the juvenile justice system
- ▶ Address juvenile delinquency prevention and system improvement efforts to reduce, without establishing or requiring numerical standards or quotas, the overrepresentation of minority youth in the juvenile justice system
- ▶ Limited to statewide coordination, research, data collection, and data analysis directly related to meeting criteria of the R/ED Core requirement of the JJDP
- ▶ Developing and implementing a work plan that includes measurable objectives for policy, practice or other system changes, based on the needs identified in the data collection and analysis

Grant Funding Cycles



Grant Funding Cycles

- ▶ Title II Subgrants are set up on three year cycles. The funds must be used as **seed-money** for new programs or **expansion** of programs
- ▶ Title II Subgrants that are in years one and two should receive a full three years of funding; subject to fulfilling contract requirements and available funding
- ▶ Title II Subgrants are expected to sustain the programs beyond the three-year cycle of the Title II funding
- ▶ Second and Third year Subgrants will be required to submit an updated Sustainability Plan in June, along with a Subaward Adjustment, to ensure that the recipient agency has arrangements in place to continue the services after the Title II funding cycle ends.

Grant Funding Cycles

- ▶ First year awards (2021)
 - ▶ Year 1: October 1, 2021 to September 30, 2022
 - ▶ Year 2: October 1, 2022 to September 30, 2023
 - ▶ Year 3: October 1, 2023 to September 30, 2024
- ▶ Second year awards (2020)
 - ▶ Year 1: October 1, 2020 to September 30, 2021
 - ▶ Year 2: October 1, 2021 to September 30, 2022
 - ▶ Year 3: October 1, 2022 to September 30, 2023
- ▶ Third year awards (2019)
 - ▶ Year 1: October 1, 2019 to September 30, 2020
 - ▶ Year 2: October 1, 2020 to September 30, 2021
 - ▶ Year 3: October 1, 2021 to September 30, 2022

Personnel

- ▶ Only direct services provided are eligible for reimbursement
- ▶ Supporting documentation **MUST** be submitted for salary and benefit requests
 - ▶ Payroll records, paystubs, invoices, timesheets, etc.
 - ▶ Rates for Worker's Comp, Unemployment Comp, etc. must be clearly identified (if applicable)
 - ▶ Proof of payment must be provided for fringe benefits
- ▶ Supporting documentation must account for all time, regardless of percentage being claimed
- ▶ Background checks of personnel:
 - ▶ Subgrantee must obtain current criminal history and child abuse and neglect background checks on all program personnel who provide direct services to youth under this contract
 - ▶ If the results of an individual's background check indicate a conviction for a crime against a person, or a record relating to child abuse or neglect, the individual is ineligible for employment or volunteer work under this contract.
 - ▶ Background checks shall be completed and on file within fifteen days of an individual beginning any work described in the contract.
 - ▶ Failure to follow these guidelines, MO DPS may suspend or terminate the contract immediately.

Travel

- ▶ Funds will NOT be reimbursed PRIOR to actual travel
- ▶ Travel must be by the most practical and direct route, with strict adherence to the DPS Subrecipient Travel Guidelines and the approved budget
- ▶ Costs should be reasonable and prudence should be used when making travel arrangements
 - ▶ “Non-traditional” lodging is not allowable at this time; lodging requests must be for a traditional hotel/motel
- ▶ Most meal and lodging expense are only eligible if in a 12-hour travel status
- ▶ Mileage logs MUST be maintained
 - ▶ Include name, date of travel, number of miles, and purpose of travel
 - ▶ Agency mileage policy must be provided to DPS, if not provided in application
- ▶ Pre-approved travel/training must adhere to the approved budget
- ▶ Miscellaneous travel/training request must be submitted to the Regional Representative at least 30 days prior to the training to be considered
- ▶ State per diem guidelines must be followed, unless your agency policy is more restrictive
- ▶ Please read and familiarize yourself with the DPS Subrecipient Travel Policy, available on our website
- ▶ Alcoholic beverages are prohibited for reimbursement

Supplies/Operations

▶ Printing/Media

- ▶ Must acknowledge Funding Source (reference Certified Assurances for language)
 - ▶ “Funds are made available for this project through the Missouri Department of Public Safety and the Missouri Juvenile Justice Advisory Group from funding provided by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.”
 - ▶ As appropriate, “Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of U.S. Department of Justice, the Missouri Department of Public Safety, or the State Juvenile Justice Advisory Group.”
- ▶ An “office supply list” is included in the Notice of Funding Opportunity packet
 - ▶ Items on this list constitute a generic list of pre-approved office supplies
 - ▶ Items not specifically included on the “office supply list” must have an approved budget line in order for reimbursement to be considered

Equipment

▶ Equipment

- ▶ Non-expendable personal property having a useful life of more than one year, AND an acquisition cost of \$1,000 or more per unit
- ▶ Must be recorded and tracked in an Inventory Control Listing, as well as tagged to reflect the source of funding, where possible
- ▶ Subrecipient must adhere to MOST RESTRICTIVE procurement policy (either DPS or agency policy)

Contractual

▶ Contractual Expenses

- ▶ Copy of current, signed contract must be uploaded to the WebGrants system before costs can be reimbursed
 - ▶ If not included with your approved application, please forward to your Program Representative via WebGrants Correspondence
- ▶ Contract should clearly state
 - ▶ The services to be performed
 - ▶ The rate of compensation
 - ▶ The period over which services are to be provided
- ▶ Fees for contractual services cannot exceed \$81.25/hour and \$650/day

Claims 101

- ▶ All claims must be submitted via DPS WebGrants
- ▶ Submit a separate claim for each month's expenses
- ▶ Claims must be submitted every month if you have ongoing expenses
- ▶ The approved budget is visible in Claim Preview
- ▶ Claims must be submitted by 11:59 pm the 10th of each month
 - ▶ If the 10th falls on a weekend or holiday, Claims are due the next business day
- ▶ Report only those expenses incurred during the reimbursement period
 - ▶ October 1, 2021 to September 30, 2022
- ▶ Include only those items which are approved in your Title II contract budget
- ▶ For New Subgrantees, the Detail of Expenditure form is DIFFERENT from prior years
 - ▶ Lines on the Detail of Expenditures form must be changed to \$0 and SAVED before the line is deleted or altered

Claims 101

- ▶ Detail of Expenditures form
 - ▶ Line Number - Ensure the core line number is selected for each expense
 - ▶ Pay Date - Date the expense was PAID by the agency
 - ▶ Budget Category - Ensure the appropriate budget category is selected for each expense
 - ▶ Check Number - may also include EFT or Direct Deposit (DD) Number
 - ▶ Payee - Person or entity PAYMENT WAS MADE TO
 - ▶ Note: The grant funded employee is NOT the recipient of the agency's fringe benefit payments, please do not list them as the payee for these types of expenses
 - ▶ Descriptions - be concise but include relevant details (pay period/coverage dates, rate claimed, # of miles claimed, etc.)
 - ▶ Gross Pay/Actual Amount - ACTUAL gross pay salary per pay period must be provided, regardless of time spent on grant eligible activities; ACTUAL costs for all other expenses must be provided
 - ▶ Gross salary should NOT include bonuses, gifts, etc.
- ▶ REMEMBER - Reimbursement total should equal the Detail of Expenditures form total
 - ▶ Preview the Claim to compare the two totals

Claims 101

Back-up documentation must be submitted for any expense reimbursement being requested.

Some examples include:

Salary Records/pay stubs

Signed Activity timesheets

Hotel receipts

Equipment receipts

Supplies receipts

Contractual invoices

Insurance premium invoice

Mileage logs

Conference registration receipts

Phone bills

Airfare receipts

Claims 101

- ▶ Why is my payment less than what was requested?
 - ▶ Mathematical errors
 - ▶ Ineligible/Unallowable expenses
 - ▶ Expenses not show on Detail of Expenditures form
 - ▶ Missing back-up documentation
 - ▶ Monitoring findings
 - ▶ Misc. trainings that were NOT pre-approved
 - ▶ Expenses that are over 60 days old
 - ▶ Expenses incurred outside of the contract period

Claims 101

- ▶ An alert is triggered after your claim is processed
 - ▶ Instructs you to check Feedback of the Claim
 - ▶ Feedback is located at the bottom of the Claim
 - ▶ May contain information regarding corrections or instructions for submitting future claims



Claims 101

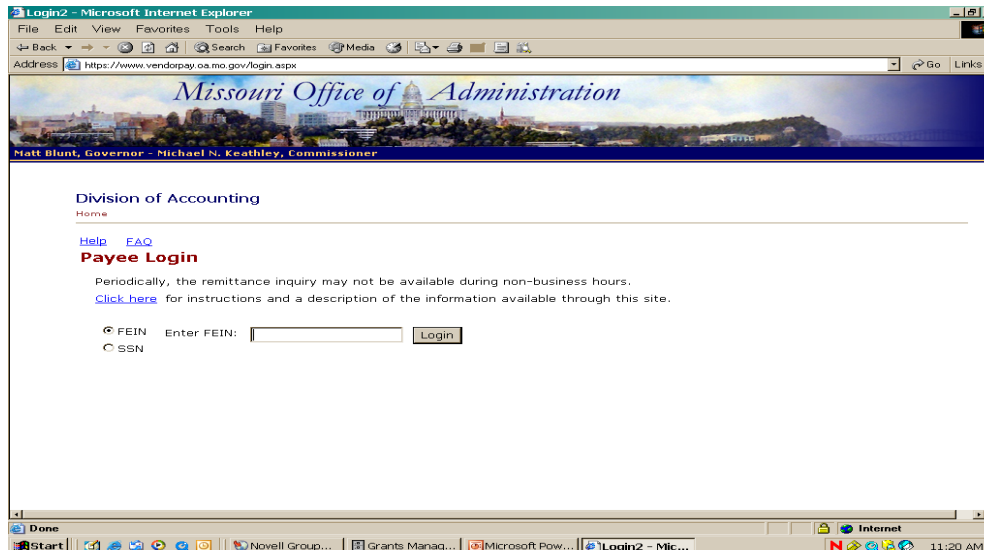
- ▶ **Timely Reporting:**
 - ▶ Subrecipients must submit expenses within 60 days from the time the expense is incurred
 - ▶ DPS reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement
- ▶ **Claims with Errors:**
 - ▶ Subrecipients must make every effort to submit accurate claims. If a claim is submitted with errors, the claim may be negotiated back for corrections

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Vendor Payment System

- ▶ Free service available to all vendors doing business with State of Missouri
- ▶ <https://www.vendorpay.ia.mo.gov>
- ▶ Agencies may login using their FEIN (Federal Tax ID number)
- ▶ Click “Get all Payments”
- ▶ Agencies can review payment history, transaction dates, payment amounts



SubAward Adjustments

▶ Budget Adjustments

- ▶ Must be received at least 30 days prior to the change taking place, and at least 60 days prior to the end of the contract period
- ▶ Budget Revisions are NOT retroactive
- ▶ Occur when the agency is moving more than 10% (not to include personnel/benefits) of their total award and/or adding budget line items
- ▶ For Year Two and Year Three - the agency will complete a Subaward Adjustment to add the next year
 - ▶ Correspondences will be sent in June/July of each year to notify you

▶ Programmatic Changes

- ▶ Any change that affects the project, but not necessarily the budget
 - ▶ Examples may include position title change, project title change, agency name change

SubAward Adjustments

- ▶ 10% Rule for Informal moves
 - ▶ You may move up to 10% of your total award amount between line items without a formal adjustment request...with some exceptions:
 - ▶ You may NOT move funds INTO Personnel/Benefits without a formal request, regardless of the amount to be moved
 - ▶ You MAY move funds around WITHIN the Personnel/Benefits category without a formal request, as long as you do not exceed the 10% rule
 - ▶ You MAY move funds OUT of Personnel/Benefits to other categories without a formal request, as long as you do not exceed the 10% rule
 - ▶ 10% is CUMULATIVE of all informal moves
 - ▶ If you have any questions regarding the 10% Rule, PLEASE contact your Regional Representative for guidance

Obligation of Funds

- ▶ All Title II must be OBLIGATED by the contract period ending date - September 30, 2022
- ▶ Funds are considered obligated when a legal liability to pay a determinable sum for services or goods is incurred by the contract period ending date

Change of Information

- ▶ Must be submitted through WebGrants Correspondence and may include:
 - ▶ Change of Address
 - ▶ Change in Authorized Official, Project Director, etc.
 - ▶ Changes in grant funded staff

It is the agency's responsibility to keep DPS updated of any changes that may affect the subaward!

Monitoring

▶ On-Site

- ▶ Contacted by DPS to set up an appointment
- ▶ Confirmation letter of date/time sent
- ▶ Site Visit Status Report must be completed
- ▶ Please have requested information and/or documentation pulled and ready

▶ Desk-top

- ▶ Contacted by DPS
- ▶ Site Visit Status Report must be completed
- ▶ Information and required documentation needs to be sent to DPS for review

▶ Purpose of Monitoring

- ▶ Provide technical assistance
- ▶ Ensure compliance with the Title II guidelines, the DPS Financial and Administrative Guidelines, Certified Assurances and any Special Conditions
- ▶ Provide Programmatic assistance

This is a great opportunity to ask questions, show off your program, and seek guidance!

Reporting Requirements

▶ Quarterly Status Reports

- ▶ A quarterly Status Report is due by the 10th of the month following the end of each quarter
 - ▶ Due January 10, April 10, July 10 and October 10
- ▶ A form has been developed to capture the data needed for our report to the Office of Juvenile Justice and Delinquency Prevention annually.
- ▶ The Status Report must be submitted **EVEN IF THERE ARE NO ACTIVITIES**

▶ Annual Report

- ▶ Due November 10
- ▶ Complete the Status Report within WebGrants along with the Program Area Final report
- ▶ Late reports will result in suspension of reimbursement or contract, and may hinder future eligibility for funding consideration
- ▶ Start tracking now!

Successful Program Recognition

- ▶ Throughout the contract period, we may ask that you submit documentation, pictures, or media coverage of your project.
 - ▶ We will showcase this information to the Juvenile Justice Advisory Group and/or include in the Justice Advisory's Group's Annual Report to the Governor



The information in this presentation is provided by the Missouri Department of Public Safety, Office for Victims of Crime.

FOR MORE INFORMATION PLEASE CONTACT THE MISSOURI DEPARTMENT OF PUBLIC SAFETY, OFFICE FOR VICTIMS OF CRIME

Connie Berhorst, Program Manager
connie.berhorst@dps.mo.gov

Michelle Parks, Crime Victims' Rights/Notifications
michelle.parks@dps.mo.gov

573/526-1464 or visit <https://dps.mo.gov/dir/programs/cvsu/>