

**MO DSS VOCA Proposal Scoring Instructions**

*Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.*

Application Information			
Organization Name:	DeafLEAD		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Specialized Services for Communities Impacted by Inequity	Supportive Services for Victim Services
Requested Funding Amount:	\$418,898.81		

Grant Application Reviewer Information	
Grant Reviewer Name:	Diane Haver
Date Grant Review Completed:	8/26/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Scoring							
Application Question	Response Requirements	Distinctive	Satisfactory	Limited	Unsatisfactory	Score	Justification
<b>VOCA Service DATA Spreadsheet - Exhibit 7.2</b>	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	3	
<b>Agency Description</b>	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct services. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	8	
<b>Service Population</b>	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	10	
<b>Project Description</b>	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	16	Applicant could expand on how services are provided and the depth of the services delivered.
<b>Volunteers</b>	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	9	Total number of volunteer hours provided is not indicated
<b>Outcome Measures</b>	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	4	Applicant could expand upon how the outcome measures were derived, specifically, what questions were asked.

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	8	Some computations are off by a few cents/dollars.	
Budget Narrative	See Budget Narrative Tab for instructions	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	16	<p>Very detailed budget narrative. Mileage equation is unclear for general travel. Missing total number of people traveling for training, per diem rate, mileage rate, and registration fees. De minimis overall total differs between the budget narrative and spreadsheet but the 15% is accurate.</p>	
Total Score							74	

MO DSS VOCA Proposal Scoring Instructions

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Application Information			
Organization Name:	DeafLEAD		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Specialized Services for Communities Impacted by Inequity	Supportive Services for Victim Services
Requested Funding Amount:	\$418,898.81		

Grant Application Reviewer Information	
Grant Reviewer Name:	Kate Smith
Date Grant Review Completed:	12/21/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Application Question	Response Requirements	Scoring				Score	Justification
		Distinctive	Satisfactory	Limited	Unsatisfactory		
VOCA Service DATA Spreadsheet - Exhibit 7.2	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	2	
Agency Description	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct services. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	8	
Service Population	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	
Project Description	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	17	Application speaks about the positions that will be funded, but does not go into thorough detail about the program and services. Application seemed to be written in a way that justified positions/costs rather than programming.
Volunteers	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	9	
Outcome Measures	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	5	

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	<p>3</p> <p>Budget errors in benefits and supplies.</p>	
Budget Narrative	<p>See Budget Narrative Tab for instructions</p>	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	<p>20</p> <p>Travel costs were vague - details were not provided regarding the trainings that would be attended, the cost of registration, per diem rates, hotel costs, etc. In addition, the applicant requested funding for food for travel (meeting with clients); however, did not differentiate between mileage and food, so it could not be reduced appropriately.</p>	
Total Score							73

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Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.

Application Information			
Organization Name:	Legal Aid of Western MO		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services	
Requested Funding Amount:	\$175,452.00		

Grant Application Reviewer Information	
Grant Reviewer Name:	Diane Haver
Date Grant Review Completed:	8/27/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
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VOCA Volunteer Waiver Request	N/A	

Application Question	Response Requirements	Scoring				Score	Justification
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VOCA Service DATA Spreadsheet - Exhibit 7.2	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	5	
Agency Description	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	8	Applicant provided a lot of information on services not related to victims, more information on services to victims is needed.
Service Population	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	10	
Project Description	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	20	The narrative references the "9-month" grant period but the budget is noted at 6-months
Volunteers	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	3	Not entirely relevant to victims of abuse. Unclear on training protocol. No mention of recognition of volunteers.
Outcome Measures	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	5	

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	3	<p>Most computations are inaccurate but their overall request is less than what the numbers indicate they could request.</p>	
Budget Narrative	See Budget Narrative Tab for instructions	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	22	<p>Would be helpful to see their actual equations to understand why my numbers differ. Provided duplicative information from narrative.</p>	
Total Score						76		

**MO DSS VOCA Proposal Scoring Instructions**

*Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.*

Application Information			
Organization Name:	Legal Aid of Western Missouri		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services	
Requested Funding Amount:	\$175,452.00		

Grant Application Reviewer Information	
Grant Reviewer Name:	Kate Smith
Date Grant Review Completed:	12/21/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Scoring							
Application Question	Response Requirements	Distinctive	Satisfactory	Limited	Unsatisfactory	Score	Justification
<b>VOCA Service DATA Spreadsheet - Exhibit 7.2</b>	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	3	The narrative states that the applicant served 242 victims in 2024. There is an increase by 500 victims. The outcome measures state they anticipate servicing 185 victims in a 9 month period
<b>Agency Description</b>	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	
<b>Service Population</b>	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	
<b>Project Description</b>	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	19	Narrative speaks more to staff positions than services offered
<b>Volunteers</b>	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	1	The application does not speak to recruitment or recognition activities
<b>Outcome Measures</b>	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	3	Goals and metrics are not included. The response only includes the type of data that is tracked.

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	9	Totals were incorrect, but requested less than allowable amount	
Budget Narrative	See Budget Narrative Tab for instructions	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	20	Includes match, but the total is incorrect. The Priority Areas and Federal Priority Areas are not included either in the budget narrative or the workbook.	
Total Score							73	

MO DSS VOCA Proposal Scoring Instructions

Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.

Application Information						
Organization Name:	Legal Services of Eastern MO					
Project Name:	VOCA					
Allocation Category:	Hearing Impaired and Legal Services					
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services				
Requested Funding Amount:	\$89,225.00					

Grant Application Reviewer Information	
Grant Reviewer Name:	Diane Haver
Date Grant Review Completed:	8/25/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Application Question	Response Requirements	Scoring				Score	Justification
		Distinctive	Satisfactory	Limited	Unsatisfactory		
VOCA Service DATA Spreadsheet - Exhibit 7.2	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	5	
Agency Description	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	8	
Service Population	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	Needs statement is clear.
Project Description	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	18	Clearly written, could use some more details regarding service delivery
Volunteers	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	9	
Outcome Measures	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	4	

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	10	
Budget Narrative	See Budget Narrative Tab for instructions	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	25	Well written and justified budget narrative.
Total Score						88	

MO DSS VOCA Proposal Scoring Instructions

Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.

Application Information			
Organization Name:	Legal Services of Eastern Missouri		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services	
Requested Funding Amount:	\$89,225.00		

Grant Application Reviewer Information	
Grant Reviewer Name:	Kate Smith
Date Grant Review Completed:	12/21/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Application Question	Response Requirements	Scoring				Score	Justification
		Distinctive	Satisfactory	Limited	Unsatisfactory		
VOCA Service DATA Spreadsheet - Exhibit 7.2	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	5	
Agency Description	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct services. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	
Service Population	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	8	
Project Description	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	20	Well written and concise.
Volunteers	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	10	Clear and concise.
Outcome Measures	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	4	

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	9		
Budget Narrative	See Budget Narrative Tab for instructions	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	22	<p>Indirect costs incorrectly calculated.</p> <p>Match was calculated incorrectly.</p>	
Total Score								87

MO DSS VOCA Proposal Scoring Instructions

Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.

Application Information			
Organization Name:	Legal Services of Southern MO		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services	
Requested Funding Amount:	\$207,620.18		

Grant Application Reviewer Information	
Grant Reviewer Name:	Diane Haver
Date Grant Review Completed:	8/20/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Application Question	Response Requirements	Scoring				Score	Justification
		Distinctive	Satisfactory	Limited	Unsatisfactory		
VOCA Service DATA Spreadsheet - Exhibit 7.2	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	5	
Agency Description	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct services. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	8	
Service Population	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	5	Heavy focus on demographics of the county, but more information on the needs of the population and how they connect to the holistic services the section references is needed.
Project Description	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	22	Clearly outlines services and how services will be accessed. Outlines underserved populations but unsure how those populations will be reached.
Volunteers	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	5	Its unclear how many of the 400 volunteers work on cases related to victims, rather than noting cases like social security benefits, bankruptcy, utility disconnections, etc.
Outcome Measures	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	2	Performance metrics and targets could be more specifically outlined. Elaboration on positive outcomes needed.

<p><b>Budget Form</b></p>	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	<p>1</p>	<p>There is not an acutal line item budget form so several calculations are unclear. Total funds requested in budget categories not identified. Calculated using 15 pay period so had to recalculate all categories across 6-months. Some totals are incorrect according to the equations presented.</p>	
<p><b>Budget Narrative</b></p>	<p>See Budget Narrative Tab for instructions</p>	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	<p>15</p>	<p>No line item totals, no match indicated. Recalculated 6 month budget for benefits on hourly employees. No specific calculations for travel/training. Does not provide a monthly breakdown of contract services or indirect costs so it is unclear if this is annual 15 pay periods, 6 months, etc.</p>	
<p>Total Score</p>							<p>63</p>	

MO DSS VOCA Proposal Scoring Instructions

Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.

Application Information			
Organization Name:	Legal Services of Southern Missouri		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services	
Requested Funding Amount:	\$207,620.18		

Grant Application Reviewer Information	
Grant Reviewer Name:	Kate Smith
Date Grant Review Completed:	12/20/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Application Question	Response Requirements	Scoring				Score	Justification
		Distinctive	Satisfactory	Limited	Unsatisfactory		
VOCA Service DATA Spreadsheet - Exhibit 7.2	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	1	The total number of victims served matches the total number of services. In addition, they were mnot specific on the number of services, but rather put a + after the number.
Agency Description	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct service. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	
Service Population	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	8	
Project Description	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	23	Well written and concise.
Volunteers	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	4	Application does not include recognition activities
Outcome Measures	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	3	The application does not mention goals or targets

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	<p>1</p> <p>There were several computation errors throughout the information provided. There were tables in the narrative for salaries and benefits; however, not for the remaining budget sections.</p>
Budget Narrative	See Budget Narrative Tab for instructions	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	<p>15</p> <p>The budget narrative did not provide specifics for supplies and travel costs; therefore, it could not be determined if these amounts were correct. Federal priority areas were not included.</p>
Total Score						64

**MO DSS VOCA Proposal Scoring Instructions**

*Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.*

Application Information			
Organization Name:	Mid- Missouri Legal Services Corporation		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services	
Requested Funding Amount:	\$54,287.57		

Grant Application Reviewer Information	
Grant Reviewer Name:	Diane Haver
Date Grant Review Completed:	8/18/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Scoring							
Application Question	Response Requirements	Distinctive	Satisfactory	Limited	Unsatisfactory	Score	Justification
<b>VOCA Service DATA Spreadsheet - Exhibit 7.2</b>	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	5	
<b>Agency Description</b>	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct services. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	10	
<b>Service Population</b>	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	10	Needs statement is clear and concise.
<b>Project Description</b>	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	23	Well written and concise.
<b>Volunteers</b>	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	8	Not much information provided related to recognition activities
<b>Outcome Measures</b>	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	2	Applicant does not touch on all services provided. Did not provide an example of performance measures.

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	8		
Budget Narrative	See Budget Narrative Tab for instructions	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	20	Budget form is built into the budget narrative.	
Total Score							86	

MO DSS VOCA Proposal Scoring Instructions

Grant Review Instructions: Complete one scoring matrix per application. Add comments justifying your score.

Application Information			
Organization Name:	Mid-Missouri Legal Services Corporation		
Project Name:	VOCA		
Allocation Category:	Hearing Impaired and Legal Services		
Priority Area:	Direct Services to Victims	Supportive Services for Victim Services	
Requested Funding Amount:	\$54,287.57		

Grant Application Reviewer Information	
Grant Reviewer Name:	Kate Smith
Date Grant Review Completed:	12/20/2025

Application Review Scoring		
Form	Form Complete (Yes / No)	Comments
Exhibit 1: Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization	N/A	
Exhibit 2: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	N/A	
Exhibit 3: Registration of Business Name (if applicable) with the MO Secretary of State	N/A	
Exhibit 4: Anti-Discrimination Against Israel Act Certification	N/A	
Exhibit 5: Federal Funding Accountability and Transparency Act (FFATA) Data Form	N/A	
VOCA Volunteer Waiver Request	N/A	

Application Question	Response Requirements	Scoring				Score	Justification
		Distinctive	Satisfactory	Limited	Unsatisfactory		
VOCA Service DATA Spreadsheet - Exhibit 7.2	A. Check the services you provide for the requested VOCA-funding project only  B. Include the projected number of VOCA-funded services for the requested project period.  C. Include the total number of victims and secondary victims for the requested project period.	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The estimate of numbers is reasonable and has a clear tie to the problem stated in the application. Very high confidence in the response.  <b>Points: 4-5</b>	The response provides a finite and reasonable estimate of the number of each type of victim services that will be offered. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The estimate of numbers served is unreasonable. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The estimate of numbers served is missing or is unreasonable. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	3	It appears the numbers in the form are higher than what is described in the narrative.
Agency Description	A. Provide an agency description.  <b>Other Criteria:</b> - 1 Page - Single spaced - 12-point font	The summary is very clear and concise. Background information includes a history of the agency, current programs, the demographic served, and where services are provided. The application clearly describes at least three (3) years of effective, direct services to victims. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The summary is clear and concise. Background information includes a brief history of the agency and current programs. The application clearly describes at least (1) year of effective, direct services. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The summary is clear or concise. Background information is included, but lacks detail on history of the agency and current programs. The response meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Background information is limited or not included. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	
Service Population	A. Identify needs for primary population.  B. Explain how you determine crime victimization status.  C. If demand for services exceeds organizational capacity, explain the need and circumstances.  <b>Other Criteria:</b> - 2-Page Limit	The victims' need statement is clear and compelling. Information about the problem is clear and concise. The response provides a clear process for establishing victimization status. Needs that exceed organizational capacity are clearly explained and justified. The project exceeds the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 8-10</b>	The victims' need statement is clear. Information about the problem is clear and concise. Needs that exceed organizational capacity are clearly explained. The response meets all requirements but offers few significant benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 5-7</b>	The victims' need statement is somewhat unclear. Information about the problem is unclear and/or is not presented in a concise manner. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The summary is neither clear nor concise. Information about the needs are neither clear nor concise. The response lacks detail in most, if not all areas. No confidence in response.  <b>Points: 0</b>	9	
Project Description	A. Describe how victims will access the services described in this application.  B. Identify any additional services the agency makes available to victims.  C. Explain how you collaborate with other community organizations to ensure you are not duplicating services.  D. If applying for underserved category, how do you plan to reach underserved community members.  <b>Other Criteria:</b> - 5-Page Limit	The application clearly describes the services every victim will be offered. The application describes a wide variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. Aspects of the proposed project are unique, and services do not overlap with other similar services provided in close proximity. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. If applying for underserved category, clear and concise description of how program will ensure that community will access services. Very high confidence in the response.  <b>Points: 16-25</b>	The application clearly describes the services every victim will be offered. The application describes a variety of additional services that are available if a victim has additional needs beyond the minimum services. The application clearly defines how and to whom services will be provided. The application clearly identifies existing services and any services that will be new. The services proposed are reasonable in scope and delivery and offer benefit to victims beyond the stated requirements. The response meets all requirements for the program/funding. If applying for underserved category, adequate description of how program will ensure that community will access services. Confidence in the response.  <b>Points: 6-15</b>	The application is somewhat unclear in the description of the services every victim will be offered. The application describes few additional services that are available if a victim has additional needs beyond the minimum services, but the additional services are limited in scope. The application provides little information about how and to whom services will be provided. The application provides little information about whether the services are existing or new. The application provides limited information about the capacity and offers little information about how the agency handles situations when the facility is at full capacity. The application meets some of the requirements but offers few benefits beyond the minimal requirements. If applying for underserved category, unclear description of how program will ensure that community will be able to access services. Little confidence in response.  <b>Points: 1-5</b>	The application is unclear in the description of services every victim will be offered. The application describes no additional services that are available if a victim has additional needs beyond the minimum services. The application provides no information about how and to whom services will be provided. The application does not identify whether the services are new or existing. The application provides very little information about the capacity or how the agency handles situations when the facility is at full capacity. The application meets few, if any of the requirements. If applying for underserved category, no description of how program will ensure that community will be able to access services. No confidence in response.  <b>Points: 0</b>	23	Well written and concise.
Volunteers	A. Include an unduplicated count of annual number of volunteers and volunteer hours.  <b>Other Criteria:</b> - 1-Page Limit	The agency's volunteer program practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan promises significant benefits and has a proven track record of success. Very high confidence in the response.  <b>Points: 8-10</b>	The agency's volunteer program planned practices are comprehensive to meet the needs of the clients they are serving with community volunteer commitment and includes recruitment, training, and recognition activities. The plan is untested but has a high potential for success. Confidence in the response. An application with an approved waiver for volunteers shall receive a satisfactory rating.  <b>Points: 5-7</b>	The agency's volunteer program practices are not comprehensive. The agency maintains a limited community volunteer commitment and includes only two of the three: recruitment, training or recognition activities. The training and retention plan lacks significant benefits, has not been tested, and has limited potential for success. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1-4</b>	The agency's volunteer program practices are not comprehensive. The agency lacks recruitment strategies, provides little to no training or offers very few or no recognition activities. The training and retention plans lack most, if not all, significant benefits, has not been tested and has little potential for success. The application meets few, if any of the requirements. No confidence in response.  <b>Points: 0</b>	9	
Outcome Measures	A. Description must include number of clients served and examples of positive outcomes which were achieved through those services.  <b>Other Criteria:</b> - 1-Page Limit	The outcome measures are clear, comprehensive and agency wide in scope. The performance targets are clearly and concisely stated. The example provided relates directly to and includes all of the performance metrics described. The response provides assurance the project will exceed the overall goals of the program/funding. Very high confidence in the response.  <b>Points: 4-5</b>	The performance metrics are clear, agency wide in scope or relate directly to the application. The performance targets are included. The example provided has relevance to the metrics described. The response meets all requirements but offers few benefits beyond the minimal requirements for the program/funding. Confidence in the response.  <b>Points: 2-3</b>	The performance metrics are limited in scope with some direct relationship to the application. The example provided has little relevance to the metrics described. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.  <b>Points: 1</b>	The performance metrics are very limited in scope with no direct relationship to the application. No example of metrics was included in the application. The application meets few if any of the requirements. No confidence in response.  <b>Points: 0</b>	4	

Budget Form	<p>A. Identify total staffing to be funded by VOCA (names, job titles, full time/part time, existing/new). Narrative must include a description of activities and relevant priority areas.</p> <p>B. Provide a narrative to show costs are justified, reasonable and allowable.</p> <p>C. Identify all computations used to arrive at requested line-item amounts in the narrative.</p> <p>D. Identify total funds requested for all budget categories - Child Abuse, Domestic Violence, Sexual Assault, and Underserved.</p> <p>E. Include total funds requested for each priority area.</p> <ul style="list-style-type: none"> <li>i. Direct Services to victims</li> <li>ii. Specialized Services for communities impacted by inequity</li> <li>iii. Supportive Services for victim services</li> <li>iv. Direct Services to secondary victims</li> <li>v. Supportive Services for secondary victim services</li> </ul>	<p>Budget spreadsheet correctly completed with no computation errors.</p> <p><b>Points: 10</b></p>	<p>1-2 computation errors on budget spreadsheet.</p> <p><b>Points: 7</b></p>	<p>3 or more computation errors on budget spreadsheet.</p> <p><b>Points: 3</b></p>	<p>Incomplete or missing budget spreadsheet.</p> <p><b>Points: 0</b></p>	<p>9</p> <p>It appears the applicant is not requesting unemployment; however, the reason it was not requested is not included. The indirect rate is miscalculated; however, the total is higher than what is requested.</p>
Budget Narrative	<p>See Budget Narrative Tab for instructions</p>	<p>The budget narrative is clear and concise. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and all line-item calculations correct and equal the category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Very high confidence in the response.</p> <p><b>Points: 16-25</b></p>	<p>The budget narrative is somewhat clear but elements are confusing. All requested costs in the application are justified, reasonable and allowable. Budget narrative is properly categorized and few errors in line-item calculations and/or category totals. All computations used to arrive at requested amount been included in the narrative. The services proposed are reasonable in scope and delivery and offer significant benefit to victims beyond the stated requirements. Confidence in the response.</p> <p><b>Points: 6-15</b></p>	<p>The budget narrative is unclear in the description of reasonable and justified costs, some costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets some of the requirements but offers few benefits beyond the minimal requirements. Little confidence in response.</p> <p><b>Points: 1-5</b></p>	<p>The budget narrative is unclear in the description of costs and lacks justification. Identified costs are not allowable. Budget narrative is not properly categorized and errors in line-item calculations and/or category totals. All computations used to arrive at requested amount have not been included in the narrative. The application meets few, if any of the requirements. No confidence in response.</p> <p><b>Points: 0</b></p>	<p>23</p> <p>Match is calculated incorrectly; however, the amount noted is more than what is required.</p>
Total Score						89