

2025 State Cyber Crime Grant (SCCG) Program Application Instructions

MO Department of Public Safety



2025 SCCG Program

- ▶ The goal of the SCCG Program is to make funds available to reduce internet sex crimes against children and improve public safety for children through investigations, forensics, and prevention. This program provides support of the continued operation of multi-jurisdictional law enforcement cybercrime task forces.

2025 SCCG Applicants

▶ Eligible Applicants:

- ▶ Any unit of state or local government within Missouri may apply for SCCG funds from the Missouri Department of Public Safety so long as the project is multi-jurisdictional. A Memorandum of Understanding (MOU) [or Memorandum of Agreement (MOA)], signed by all participating jurisdictions, must be submitted as an attachment to the application
- ▶ Reference the Notice of Funding Opportunity for additional details
 - ▶ [2025 SCCG NOFO](#)

▶ Ineligible Applicants:

- ▶ Non-profit and for-profit organizations are ineligible for SCCG funds from the State of Missouri

Login

- ▶ To begin an application login to the WebGrants System
 - ▶ Returning users or Organizations
 - ▶ Enter User ID & Password
 - ▶ New Users select “Click here to Register”



The screenshot shows a login form titled "Enter your user id and password" with a person icon. It contains two input fields: "User ID" and "Password", both with red error messages below them stating "This field is required." Below the fields is a green "SIGN IN" button. At the bottom of the form are two links: "Forgot User ID?" and "Reset Password?". Below the form is a yellow button labeled "Click here to Register" with a green arrow pointing to it from the right. Two green arrows on the left point to the "User ID" and "Password" fields.

Enter your user id and password

User ID
This field is required.

Password
This field is required.

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)

New User

- ▶ If you are applying as a “New User”
 - ▶ Complete the Registration
 - ▶ It may take a few days for your request to be approved by DPS staff

Registration

Save Registration Information

Personnel Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.

Name:
Salutation First Name Middle Last Name

Job Title*:

Email*:

Mailing Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.
####

Fax:
####

Copy Personnel Information to Organization?:

Organization Information

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization*:

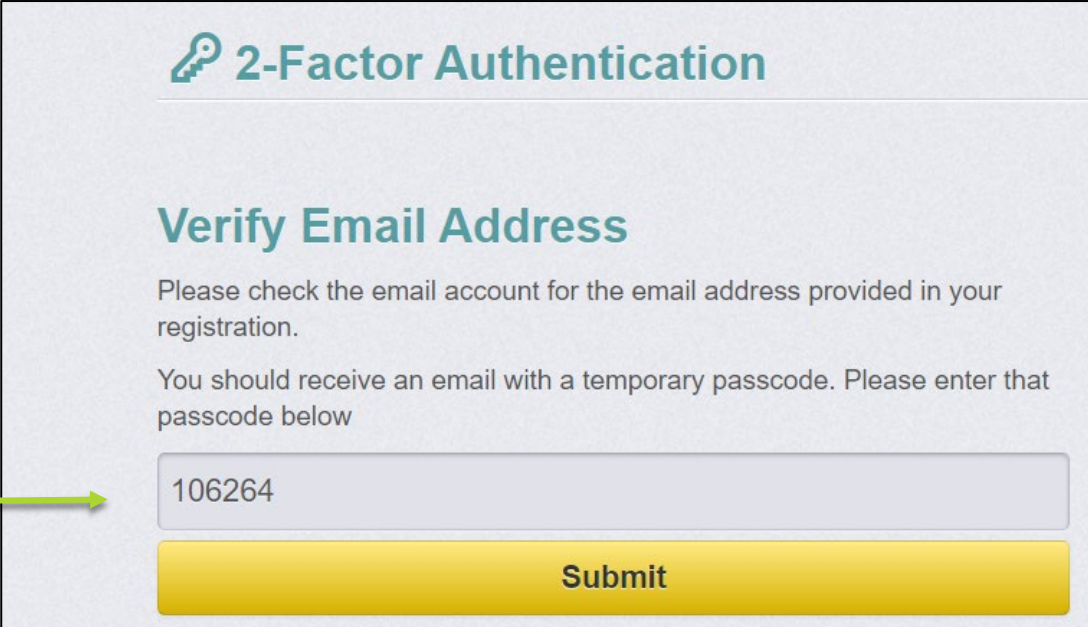
Applicant Agency*:


Organization Type*:

Two-Step Verification

Type in Passcode

- ▶ Type in your One-Time Passcode
 - ▶ A one-time passcode will be sent to the email address that is registered with the User ID



 **2-Factor Authentication**

Verify Email Address

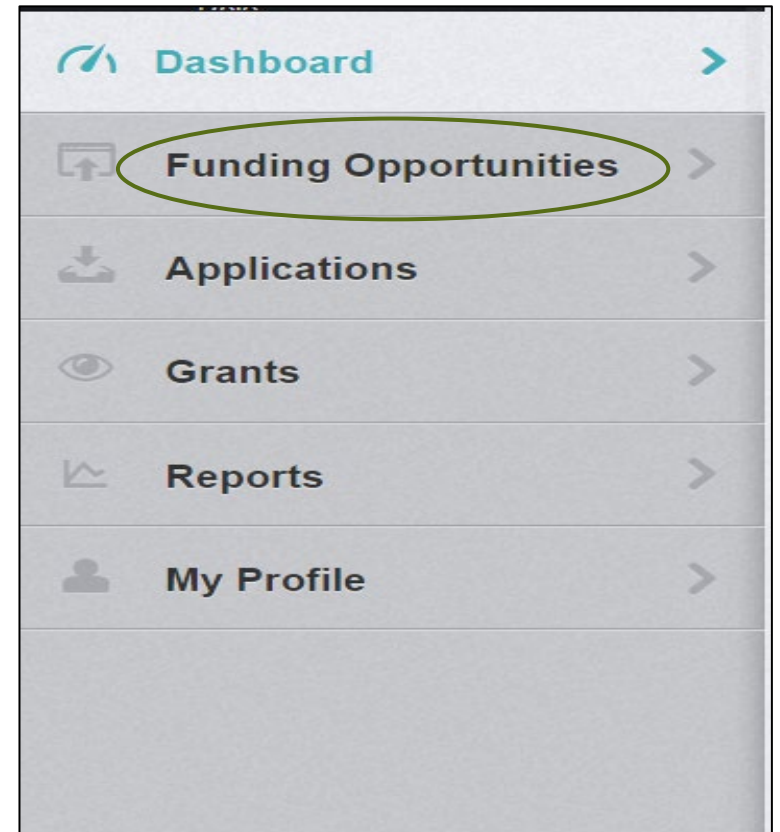
Please check the email account for the email address provided in your registration.

You should receive an email with a temporary passcode. Please enter that passcode below

Submit

SCCG Application

- ▶ Select “Funding Opportunities” from the “Main Menu”



Funding Opportunities

- ▶ From the list of open funding opportunities select the 2025 SCCG Grant ID#27241

27241	Editing	2025 SCCG Test Opportunity - Copy	SCCG-State Cyber Crime Grant
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- ▶ Review the Funding Opportunity Details including:
 - ▶ Description
 - ▶ Attachments
 - ▶ 2025 SCCG NOFO
 - ▶ 2025 SCCG Certified Assurances
 - ▶ Website Links
 - ▶ DPS SCCG Informational web page: <https://dps.mo.gov/dir/programs/dpsgrants/sccg.php>

Funding Opportunity, cont.

- ▶ After reviewing all the information select “Start a New Application”



- ▶ The forms for this grant have changed, so selecting “Copy Application” will not save time, as forms will be blank

General Information

- ▶ Complete the entire form as indicated:
 - ▶ **Application Title:** Enter SCCG 2025 Task Force name (i.e., 2025 SCCG – Scott City Task Force)
 - ▶ **Primary Contact:** Select from the drop down, who will be the Primary Contact for the application
- ▶ When complete, select “Save Form Instructions”

The screenshot shows a web form titled "Application - General Information" with a "Save Form Information" button in the top right corner. A light blue instruction box states: "The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application." The form contains the following fields:

- Application Title*:** A text input field containing "SCCG 2025 - ABC City Task Force".
- Primary Contact*:** A dropdown menu with "TEST TEST" selected.
- Organization*:** A dropdown menu with a list of options: "Audit OVC", "Cassie Tester", "Chelse Dowell", "System Administrator", "Tena Malone", "TEST TEST" (highlighted in blue), and "Tester2 Tester2".
- Additional Contacts*:** A field that is currently empty.

Green arrows point to the "Save Form Information" button, the "Application Title*" field, and the "Primary Contact*" dropdown menu.

General Information, cont.

- ▶ Complete the General Information:
 - ▶ **Organization:** Select from the drop down, the Organization for the application
 - ▶ When complete, select “Save Form Instructions”

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 27141

Program Area*: State Cyber Crime Grant

Funding Opportunity*: 26664-2025 SCCG Test Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*: SCCG 2025 - ABC City Task Force

Primary Contact*: TEST TEST

Organization*: BaseLine Organization

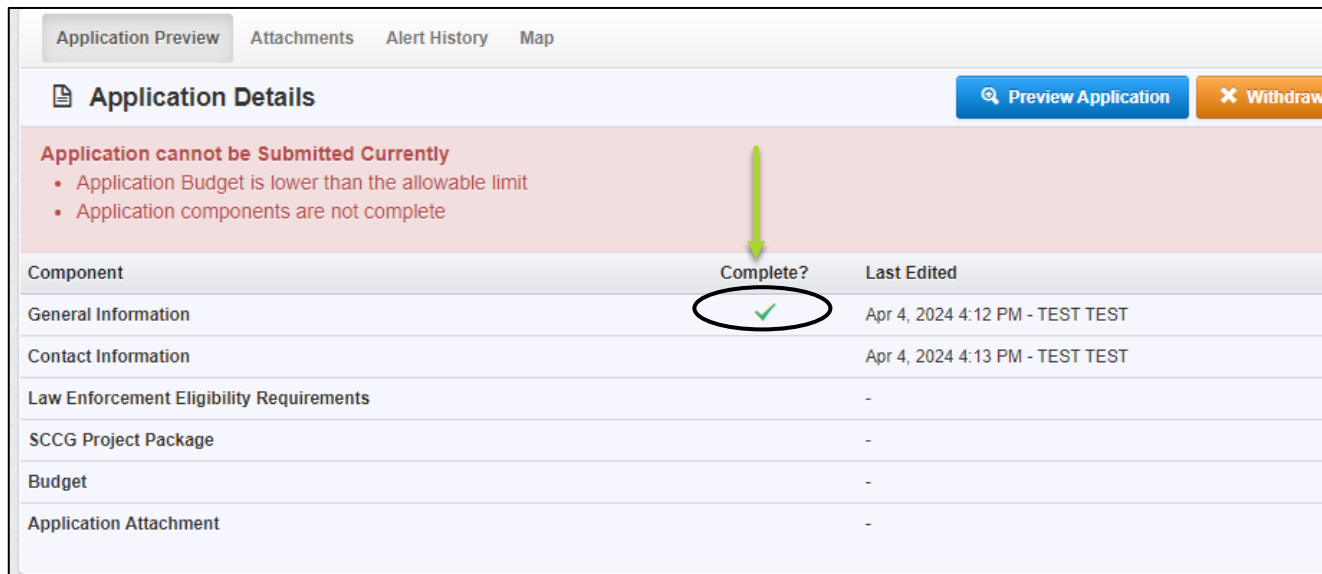
Additional Contacts*: BaseLine Organization, Kansas

SFY 2025 SCCG Application Forms

- ▶ The FY 2025 SCCG Application will include 6 forms:
 - ▶ General Information
 - ▶ Contact Information
 - ▶ Law Enforcement Eligibility Requirements
 - ▶ SCCG Project Package
 - ▶ Budget
 - ▶ Application Attachments

Application Forms

- ▶ Once the General Information component has been completed, the Application Forms will appear
- ▶ Each form must be completed and “checked marked” complete before the application can be submitted



The screenshot displays the 'Application Details' page. At the top, there are tabs for 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs, there are two buttons: 'Preview Application' (blue) and 'Withdraw' (orange). A red banner indicates that the application cannot be submitted currently due to a low budget and incomplete components. Below this, a table lists the application components and their completion status. A green arrow points to the 'Complete?' column, and a green checkmark is circled in the 'General Information' row.

Component	Complete?	Last Edited
General Information	✓	Apr 4, 2024 4:12 PM - TEST TEST
Contact Information		Apr 4, 2024 4:13 PM - TEST TEST
Law Enforcement Eligibility Requirements	-	
SCCG Project Package	-	
Budget	-	
Application Attachment	-	

Application Forms, cont.

- ▶ Select “Contact Information”
- ▶ Complete each section of the Contact Information form
 - ▶ Authorized Official
 - ▶ Project Director
 - ▶ Fiscal Officer
 - ▶ Officer in Charge

The screenshot displays a web application interface for reviewing an application. At the top, there are four tabs: 'Application Preview' (selected), 'Attachments', 'Alert History', and 'Map'. Below the tabs is a section titled 'Application Details' with a document icon. A red warning banner states: 'Application cannot be Submitted Currently' with two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. Below this is a table with two columns: 'Component' and 'Complete'. The 'Contact Information' row is highlighted in green and has a green oval around the text with a green arrow pointing to it. Other rows include 'General Information' (checked), 'Law Enforcement Eligibility Requirements', 'SCCG Project Package', 'Budget', and 'Application Attachment'.

Component	Complete
General Information	✓
Contact Information	
Law Enforcement Eligibility Requirements	
SCCG Project Package	
Budget	
Application Attachment	

Contact Information

- ▶ This form will collect information for the applicant agency contacts.

To be considered eligible for funding, the correct Authorized Official must be designated and have knowledge of the certified assurances associated with this funding opportunity. The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive.

- ▶ **Authorized Official:** (Presiding Commissioner, County Executive, Mayor, City Administrator)
- ▶ **Project Director:** (Sheriff, or Chief of Police/Colonel)
- ▶ **Fiscal Officer:** (Treasurer, Director of Finance, or person of similar duty)
- ▶ **Officer In Charge:** (the individual that will act as the supervisor or commander of the proposed project)

Contact Information, cont.

Contact Information

Save Form

Authorized Official

The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive. For example:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
- If the applicant agency is a State Department, the Director shall be the Authorized Official
- If the applicant agency is a college/university, the President shall be the Authorized Official
- If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, this includes Fire Protection Districts
- If the applicant agency is under the supervision of a board, the Board Chair or Board President shall be the Authorized Official
- If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official

****THIS IS NOT AN ALL-INCLUSIVE LIST. IF YOUR AGENCY DOES NOT FALL INTO ONE OF THE CATEGORIES LISTED ABOVE OR YOU ARE UNSURE OF WHO THE AUTHORIZED OFFICIAL SHOULD BE FOR YOUR AGENCY, PLEASE CONTACT THE MISSOURI OFFICE OF HOMELAND SECURITY DPS GRANTS AT (573) 522-3455****

Name*:
Title First Name Last Name

Job Title*:

Agency*:

Mailing Address*:

Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.

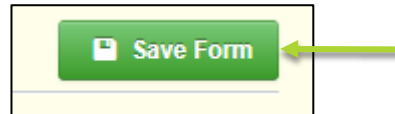
Street Address 1:

If a PO Box is entered on the Mailing Address line, enter the physical street address here.

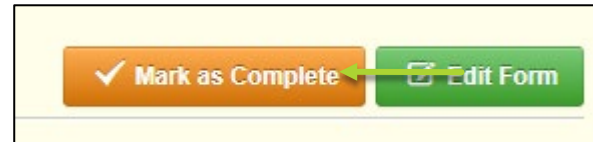
Street Address 2:

Contact Information, cont.

- ▶ Select “Save Form”, when the form has been completed



- ▶ Select “Mark as Complete”



- ▶ If edits are needed, select “Edit”


Application Forms



- ▶ Select “Law Enforcement Eligibility Requirements”

Application Details	
Application cannot be Submitted Currently <ul style="list-style-type: none">• Application Budget is lower than the allowable limit• Application components are not complete	
Component	Complete?
General Information	✓
Contact Information	✓
Law Enforcement Eligibility Requirements	
SCCG Project Package	
Budget	
Application Attachment	


Law Enforcement Eligibility Requirements



- ▶ Enter the name of Project Agency (law enforcement department) for the pass-through entity, unless the task force has an individual Originating Agency Identifier (ORI), then enter the task force name
- ▶ Enter the ORI for the agency listed above

 **Law Enforcement Eligibility Requirements** - Current Version

 **Law Enforcement Agency Information** - Edit  Save Grid

Row	
Name of the Project Agency (law enforcement department)	<input type="text" value="ABC Cyber Task Force"/>
Originating Agency Identifier (ORI)	<input type="text" value="MO12587RE"/>

 Save Grid

Law Enforcement Eligibility Requirements, cont.

- ▶ Answer questions 1-6 based on the law enforcement agency listed above
- ▶ If the answer to any of the eligibility questions #1-6 is 'No' the agency is not eligible for funding, please do not continue with the application until the agency becomes compliant

Law Enforcement Eligibility Requirements, cont.

Eligibility Requirements

Save Form

If the answers to any of the eligibility questions #1-6 is 'No' the agency is not eligible for funding please do not continue with the application, until the agency becomes compliant.

1. Is the project agency in compliance with Section 590.650 RSMo - Vehicle Stops Reporting?*

Yes No

* Per Section 590.650 RSMo agencies are required to submit their reports to the Missouri Attorney Generals Office by March 1st of each year. Agencies that submitted by the late submission date of March 15th may be eligible for funding but will not take priority over agencies that submitted on time.

2. Is the project agency in compliance with Section 590.700 RSMo? - (Agencies are required to adopt a written policy to record custodial interrogations of persons suspected of committing or attempting to commit felony crimes as outlined in subsection 2 of Section 590.700 RSMo)*:

Yes No

3. Is the project agency in compliance with Section 43.544 RSMo - (each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository)*:

Yes No

4. Is the project agency in compliance with Section 590.1265 RSMo - Police Use of Force Transparency Act of 2021? *:

Yes No

* For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022

5. Is the project agency in compliance with Section 43.505 RSMo Uniform Crime Reporting - Missouri Incident-Based Reporting System MIBRS (each law enforcement agency is required to submit crime incident reports to the department of public safety on forms or in the format prescribed by the department and submit any other crime incident information which may be required by the Department of Public Safety)*:

Yes No

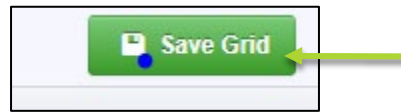
* For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months since January 1, 2022

6. Is the project agency in compliance with Section 590.030 RSMo - Rap Back Program Participation (all law enforcement agencies shall enroll in the state and

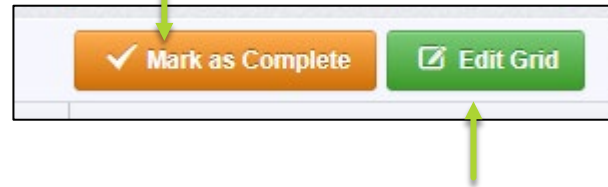
Yes No

Law Enforcement Eligibility Requirements, cont.

- ▶ Select “Save Grid”, when the form has been completed



- ▶ Select “Mark as Complete”



- ▶ If edits are needed, select “Edit Grid”

Application Forms

- ▶ Select “SCCG Project Package”

Component	Complete?
General Information	✓
Contact Information	✓
Law Enforcement Eligibility Requirements	✓
SCCG Project Package	
Budget	
Application Attachment	

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Application Preview Attachments Alert History Map

Application Details

SCCG Project Package

- ▶ The Project Package Form has 6 Sections:
 - ▶ Project Summary
 - ▶ Training Requirements By Category
 - ▶ Goals Minimum Standards
 - ▶ Audit Information
 - ▶ Risk Assessment Information
 - ▶ Certified Assurances
- ▶ The information provided in the application is used during the application scoring phase
- ▶ Please ensure all questions are answered fully and accurately

SCCG Project Package, Project Summary

- ▶ Section 1: Project Summary consists of 4 questions
 - ▶ Goal #1 Minimum Standards
 - ▶ Question #1: Provide a project narrative, select project type from the drop-down list

Section 1 - Project Summary Save Form

Goal #1 Minimum Standards

1. Provide a project narrative

Project Type*:

- New
- New**
- Renewal
- Continuation
- Expand/Enhance an Existing Project

Provide a summary of the proposed... ded and how the services will be provided.

Project Summary*:

Source

B I U S X₂ X²

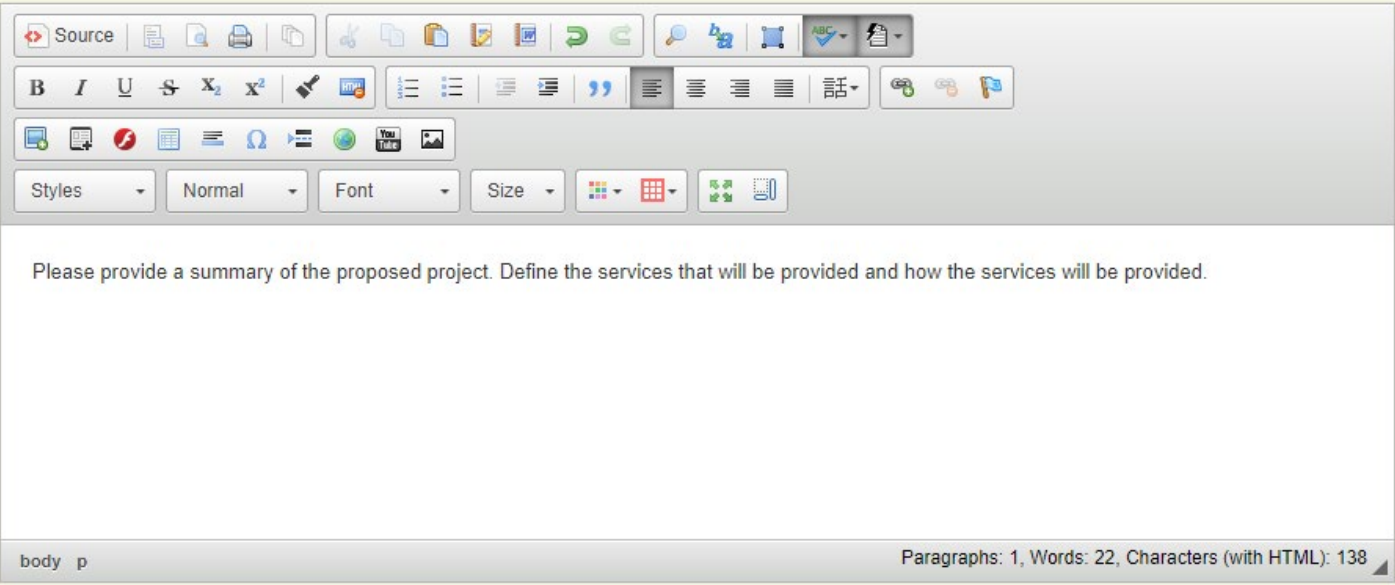
ABC

SCCG Project Package, Project Summary, cont.

- ▶ Section 1 - Project Summary
 - ▶ Goal #1 Minimum Standards
 - ▶ Provide a project narrative

Provide a summary of the proposed project. Define the services that will be provided and how the services will be provided.

Project Summary*:



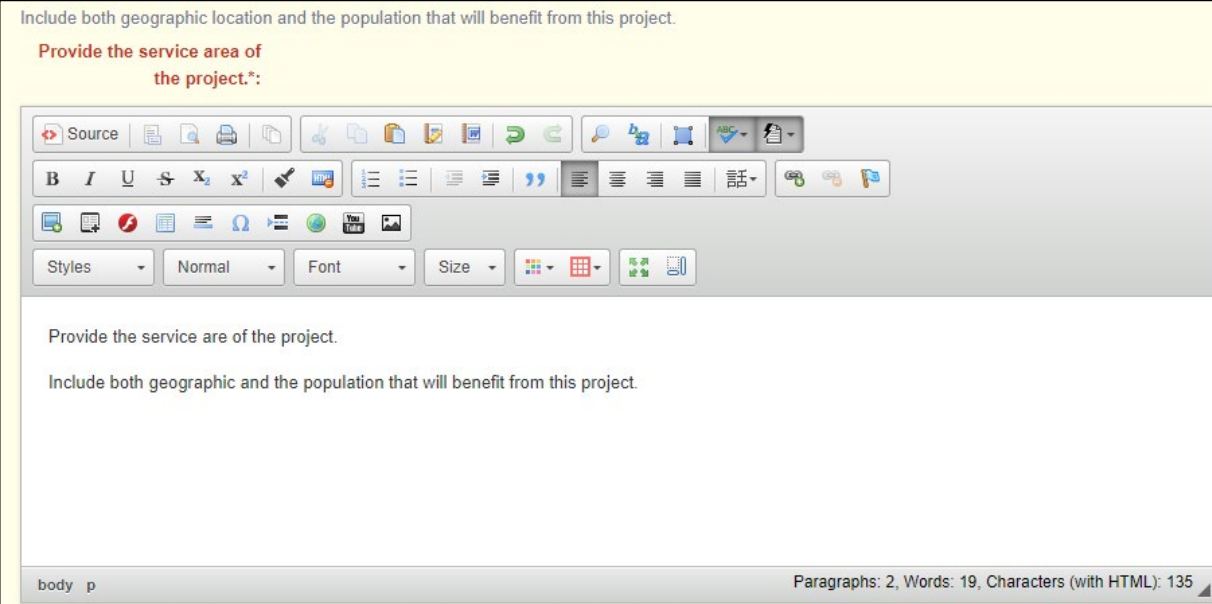
The screenshot shows a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, and insert (table, image, video, link). Below the toolbar are dropdown menus for Styles (set to Normal), Font, and Size, along with a color palette and a table icon. The main text area contains the instruction: "Please provide a summary of the proposed project. Define the services that will be provided and how the services will be provided." The status bar at the bottom indicates "body p" and "Paragraphs: 1, Words: 22, Characters (with HTML): 138".

Please provide a summary of the proposed project. Define the services that will be provided and how the services will be provided.

body p Paragraphs: 1, Words: 22, Characters (with HTML): 138

SCCG Project Package, Project Summary, cont.

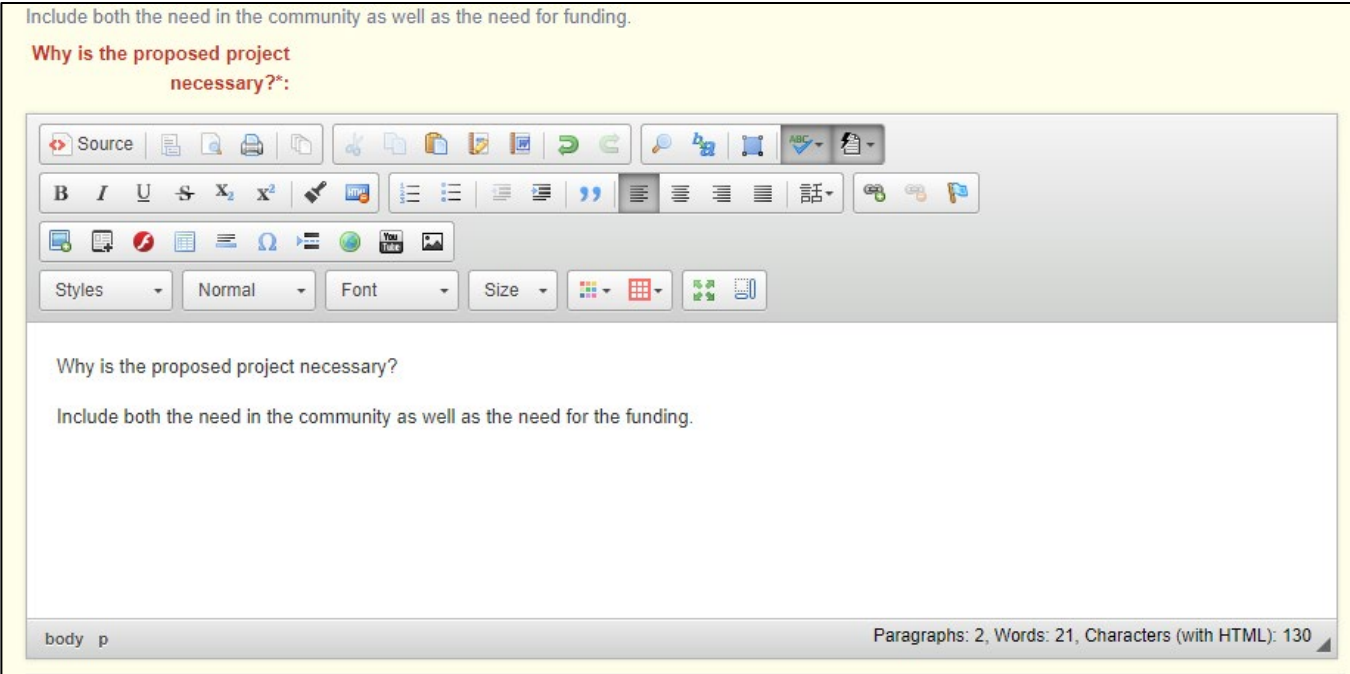
- ▶ Section 1 - Project Summary, cont.
 - ▶ Provide the service area of the project
 - ▶ Why is the proposed project necessary



The screenshot shows a web form with a yellow header area containing the text: "Include both geographic location and the population that will benefit from this project." Below this, in red text, is the instruction: "Provide the service area of the project.*". The form has a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, there are two text input fields. The first field contains the text: "Provide the service are of the project." The second field contains the text: "Include both geographic and the population that will benefit from this project." At the bottom of the form, there is a status bar showing "body p" on the left and "Paragraphs: 2, Words: 19, Characters (with HTML): 135" on the right.

SCCG Project Package, Project Summary, cont.

- ▶ Section 1 - Project Summary, cont.
 - ▶ Why is the proposed project necessary?



The screenshot shows a rich text editor interface. At the top, there is a yellow header area with the text "Include both the need in the community as well as the need for funding." Below this, the text "Why is the proposed project necessary?*" is displayed in red. The main editing area contains a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, and other functions. Below the toolbar, there are dropdown menus for "Styles" (set to "Normal"), "Font", and "Size". The text area contains the text "Why is the proposed project necessary?" followed by "Include both the need in the community as well as the need for the funding." At the bottom of the editor, a status bar shows "body p" on the left and "Paragraphs: 2, Words: 21, Characters (with HTML): 130" on the right.

SCCG Project Package, Goals – Training Requirements By Category

- ▶ Goal #1 Minimum Standards
 - ▶ Prior to answering the next questions, review the training requirements for each position title
 - ▶ Review this list for all task force officers
 - ▶ This information can be found in the 2025 SCCG NOFO or in the Project Form

SCCG Project Package, Goal #1

Minimum Standards

- ▶ Objective 1.1 Minimum Training
 - ▶ 2. Have all task force officers completed the online training of the ICAC Program Operation and Investigative Standards?
 - ▶ Select “Yes” or No”

Objective 1.1 Minimum Training

2. For the following include all personnel (investigators and forensic examiners, full-time and part-time, grant-funded and non-grant-funded) working child internet sex crime cases for the cyber task force or cyber unit.

Information for the ICAC Program Operation and Investigative Standards and support can be located at: <https://ojjdp.ojp.gov/training-and-technical-assistance>

Have all task force officers completed the online training of the ICAC Program Operation and Investigative standards?*

SCCG Project Package, Goal #1

Minimum Standards, cont.

- ▶ If you answer “No” a pop-up box will appear
 - ▶ List each task force officer/forensic personnel that have not yet completed the training and an estimated timeframe that the training will be completed

Objective 1.1 Minimum Training

2. For the following include all personnel (investigators and forensic examiners, full-time and part-time, grant-funded and non-grant-funded) working child internet sex crime cases for the cyber task force or cyber unit.

Information for the ICAC Program Operation and Investigative Standards and support can be located at: <https://ojjdp.ojp.gov/training-and-technical-assistance>

Have all task force officers completed the online training of the ICAC Program Operation and Investigative standards?*

Yes No

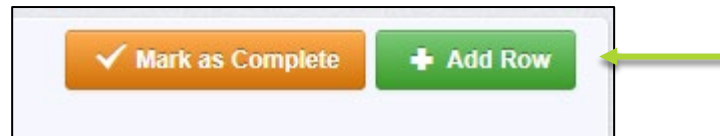
If you answered no, please list each task force officer/forensic personnel that have not yet completed the training, as well as the estimated time frame for them to complete the training.:

List who has not yet completed the training and an estimated timeframe that the training will be completed.

SCCG Project Package, Goal #1

Minimum Standards, cont.

- ▶ 2.B For the following questions include all personnel (investigators and forensic examiners, full-time and part-time, grant funded and non-grant-funded) working on child internet sex crime cases for the cyber task force or cyber unit
- ▶ You will need to add one line for each officer/examiner in the task force, by selecting “Add Row”, while the application form is not in “Editing” status
 - ▶ Above and under each question is the “Save Form” button
- ▶ Select “Add Row” to add each officer/examiner



- ▶ Complete all the questions for each task force officer/examiner

SCCG Project Package, Goal #1

Minimum Standards, cont.

- ▶ Complete the table by answering each question, for each task force officer

2.B For the following questions include all personnel (investigators and forensic examiners, full-time and part-time, grant funded and non-grant-funded) working on child internet sex crime cases for the cyber task force or cyber unit.

Add one line for each officer/examiner in the task force

Officer Name*:

Is this position grant funded?*

Employment Status*:

Is the officer/examiner POST certified?(Missouri Peace Officer Certification)*:

SCCG Project Package, Goal #1

Minimum Standards, cont.

- ▶ Review the position descriptions to answer the next questions, pertaining to the individual
- ▶ Select from the drop-down box the Job Category(s)
- ▶ You may select as many positions as needed by re-selecting the field

Job Category(s) *:

Have the task force officer completed the minimum required training as outlined above?*

If you answered no to question (6), please indicate which training requirement

|

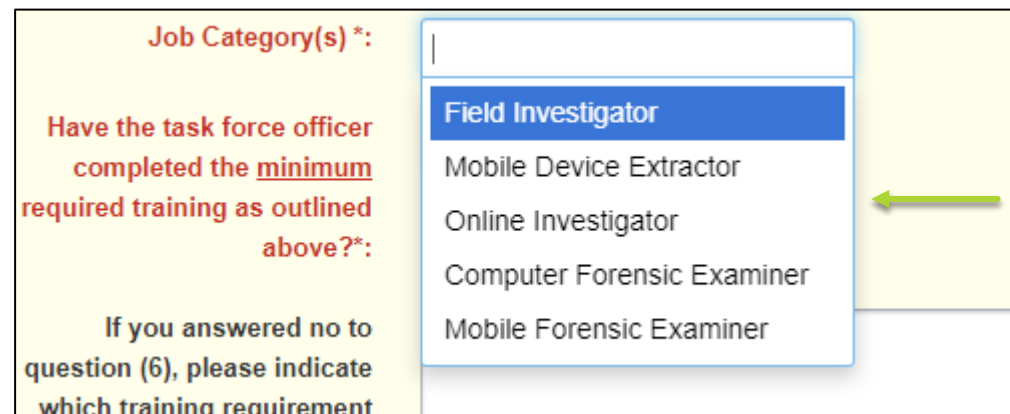
Field Investigator

Mobile Device Extractor

Online Investigator

Computer Forensic Examiner

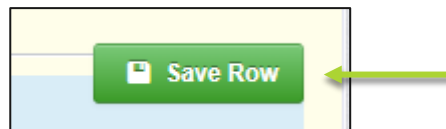
Mobile Forensic Examiner



SCCG Project Package, Goal #1

Minimum Standards, cont.

- ▶ Have the task force officer completed the minimum required training as outlined above?
 - ▶ Verify the training from the definitions listed above the question
 - ▶ Select “Yes” or “No”
 - ▶ If you answered “No”, indicate in the box provided which training has not been met and when the minimum training will be completed
- ▶ In the past calendar year has the officer completed the recommend training
 - ▶ Select “Yes” or “No”
 - ▶ If you answered “No”, give the reason the training was not completed, and the anticipated date for the training being completed the year
- ▶ Once the training has been entered, select “Save Row”



SCCG Project Package, Goal #1 Minimum Standards, cont.

► Example:

information is not restricted or limited to forensic examiners and can be performed by investigators.)

Job Category(s) *:

Field Investigator

Computer Forensic Examiner

Have the task force officer completed the minimum required training as outlined above?*

Yes No

If you answered no to question (6), please indicate which training requirement has not been met and when the minimum training will be completed.:

If you answer "No" to question #6, indicate which training requirement has not been met and when the minimum training will be completed.

In the past calendar year has the officer completed the recommended training?*

Yes No

If you answered no to question (7) please give a reason the training was not completed, and the anticipated date for completing the training for this year.:

If you answer "No" to question #7, give the reason the training was not completed, and the anticipated date for the training being completed this year.

SCCG Project Package, Goal #1 Minimum Standards, cont.

- ▶ Example of saved field:

Add one line for each officer/examiner in the task force

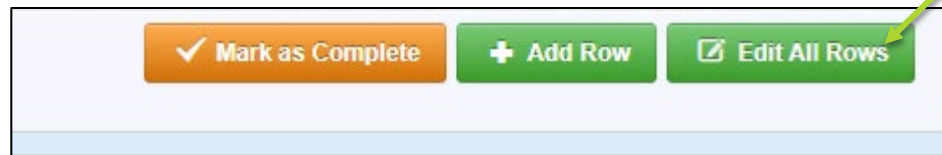
Officer Name	Is this position grant funded?	Employment Status	Is the officer/examiner POST certified? (Missouri Peace Officer Certification)	Job Category(s)	Have the task force officer completed the <u>minimum</u> required training as outlined above?	If you answered no to question (6), please indicate which training requirement has not been met and when the minimum training will be completed.	In the past calendar year has the officer completed the recommended training?	If you answered no to question (7) please give a reason the training was not completed, and the anticipated date for completing the training for this year.
Officer Name	Yes	Full-Time	Yes	Computer Forensic Examiner, Field Investigator	Yes	If you answer "No" to question #6, indicate which training requirement has not been met and when the minimum training will be completed.	No	If you answer "No" to question #7, give the reason the training was not completed, and the anticipated date for the training being completed this year.

Last Edited By: TEST TEST - Apr 5, 2024 9:51 AM + Add Row

SCCG Project Package, Goal #1

Minimum Standards, cont.

- ▶ Changes can be made to each list by selecting “Edit All Rows”
 - ▶ This will also put the SCCG Project Package form back into “Editing” status



SCCG Project Package, Goal #1 Minimum Standards, cont.

- ▶ Goal #1 Minimum Standards, cont.
 - ▶ Objective #1.2 Minimum Procedures
 - ▶ 3. Has the task force defined a protocol or procedure that details the approximate timeframe, triaging system, and follow-up involved for handling cyber tips?
 - ▶ Select "Yes" or "No"
 - ▶ 3.a. If the answer to question #3 is "No", explain the task force's plan to implement a protocol or procedure to handle cyber tips received by the task force

Objective #1.2 Minimum Procedures

3. Has the task force defined a protocol or procedure that details the approximate timeframe, triaging system, and follow-up involved for handling cyber tips?*

Yes No

3.a If the answer to question (3) is no, explain the task force's plan to implement a protocol or procedure to handle cyber tips received by the task force.:

If you answered "No" to question #3, explain the task force's plan to implement a protocol or procedure to handle cyber tips received by the task force.

SCCG Project Package, Goal #1 Minimum Standards, cont.

- ▶ Goal #1 Minimum Standards, cont.
 - ▶ 4. Does the task force have (or have access to) a program or other means to make psychiatric or psychological evaluations and /or counseling available for all task force officers?
 - ▶ Select “Yes” or “No”
 - ▶ 4.a. If the answer to question #4 is “No”, explain the plan to implement or identify a program or other means to make psychiatric or psychological evaluations and /or counseling available for task force officers

4. Does the task force have (or have access to) a program or other means to make psychiatric or psychological evaluations and/or counseling available for all task force officers?*

Yes No

4.a If the answer to question (4) is no explain the plan to implement or identify a program or other means to make psychiatric or psychological evaluations and/or counseling available for task force officers.:

If you answered "No" to question #4, explain the plan to implement or identify a program or other means to make psychiatric or psychological and/or counseling available for the task force officers.

SCCG Project Package, Goal #2 Task Force Activities

► Objective #2.1 Proactive Activities

- 5. Does the task force have the current manpower and resources to conduct ongoing proactive investigations?
 - Select “Yes” or “No”
 - 5.a. If the answer to question #5 is “No”, explain the reason the task force is not bale to conduct ongoing proactive investigations. In addition, explain whether the task force was ever able to conduct ongoing proactive investigations in previous years, and if so, identify what those proactive investigation efforts entailed and the number of the task force officers that conducted such ongoing proactive investigations

Goal #2 Task Force Activities

Objective #2.1 Proactive Activities

5. Does the task force have the current manpower and resources to conduct ongoing proactive investigations?*

Yes No

5.a If the answer to question (5) is no, explain the reason the task force is not able to conduct ongoing proactive investigations. In addition, explain whether the task force was ever able to conduct ongoing proactive investigations in previous years, and if so, identify what those proactive investigation efforts entailed and the number of task force officers that conducted such ongoing proactive investigations.:

If you answered "No" to questions #5, explain the reason the task force is not able to conduct ongoing proactive investigations. In addition, explain whether the task force was ever able to conduct ongoing investigations in previous years, and if so, identify what those proactive investigation efforts entailed and the number of task force officers that conducted such ongoing proactive investigations.

SCCG Project Package, Goal #2 Task Force Activities, cont.

► Objective #2.2 Proactive Investigations

- 6. Does the task force have the ability to perform on-site triaging of evidence?
 - Select “Yes” or “No”
 - 6.a. If the answer to question #6 is “No”, explain the reason the task force is not able to perform on-site triaging of evidence. In addition, explain if there is any plan to establish the means to perform on-site triaging of evidence in the future.

Objective #2.2 Proactive Investigations

6. Does the task force have the ability to perform on-site triaging of evidence?*

 Yes No

6.a If the answer to question (6) is no, explain the reason the task force is not able to perform on-site triaging of evidence. In addition, explain if there is any plan to establish the means to perform on-site triaging of evidence in the future.:

If you answer "No" to question #6, explain the reason the task force is not able to perform on-site triage of evidence. In addition, explain if there is any plan to establish the means to perform on-site triaging of evidence in the future.

SCCG Project Package, Goal 3: Educational Activities

- ▶ Objective #3.1 Community Outreach
 - ▶ 7. Has the task force been involved in cyber safety educational programs throughout the task force service area during the prior calendar year?
 - ▶ Select “Yes” or “No”
 - ▶ 7.a. If the answer to question #7 is “No”, explain the reason the task force was not involved in cyber safety educational programs throughout the task force service area during the prior calendar year, and identify the plan to get involved in the upcoming calendar year

Goal 3: Educational Activities

Objective #3.1 Community Outreach

7. Has the task force been involved in cyber safety educational programs throughout the task force service area during the prior calendar year?*

Yes No

7.a If the answer to question (7) is no, explain the reason the task force was not involved in cyber safety educational programs throughout the task force service area during the prior calendar year, and identify the plan to get involved in the upcoming calendar year.:

If you answered "No" to questions #7, explain the reason the task force was not involved in cyber safety educational program throughout the task force service area during the prior calendar year, and identify the plain to get involved in the upcoming calendar year

SCCG Project Package, Goal 3: Educational Activities, cont.

- ▶ Objective #3.1 Community Outreach, cont.
- ▶ 7. Has the task force been involved in cyber safety educational programs throughout the task force service area during the prior calendar year?
 - ▶ 7.b. If you answered “Yes” to question #7, please describe the types of educational programs the task force was involved in and how often they participated

Goal 3: Educational Activities

Objective #3.1 Community Outreach

7. Has the task force been involved in cyber safety educational programs throughout the task force service area during the prior calendar year?*

Yes No

7.b If you answered yes to question (7), please describe the types of educational programs the task force was involved in and how often they participated.:

If you answered "Yes" to questions #7, please describe the types of educational programs the task force was involved in and how often they participated

SCCG Project Package, Goal 3: Educational Activities, cont.

- ▶ Objective #3.2 Law Enforcement Outreach
 - ▶ 8. Has the task force been involved in outreach efforts to law enforcement agencies throughout the task force service area during the prior calendar year?
 - ▶ Select “Yes” or “No”
 - ▶ 8.a. If the answer to question #8 is “No”, explain the reason the task force was not involved in outreach efforts with law enforcement agencies throughout the task force service area during the prior calendar year, and identify the plan to get involved in the text calendar year

Objective #3.2 Law Enforcement Outreach

8. Has the task force been involved in outreach efforts to law enforcement agencies throughout the task force service area during the prior calendar year?*

Yes No

8.a If the answer to question (8) is no, explain the reason the task force was not involved in outreach efforts with law enforcement agencies throughout the task force service area during the prior calendar year, and identify the plan to get involved in the next calendar year.:

If you answer "No" to question #8, explain the reason the task force was not involved in outreach efforts with law enforcement agencies throughout the task force service area during the prior calendar year, and identify the plan to get involved in the next calendar year.

SCCG Project Package, Goal 3: Educational Activities, cont.

- ▶ Objective #3.2 Law Enforcement Outreach, cont.
 - ▶ 8. Has the task force been involved in outreach efforts to law enforcement agencies throughout the task force service area during the prior calendar year?
 - ▶ 8.b. If the answer to question #8 is “Yes”, please describe the types of outreach that the task force was involved in and how often

Objective #3.2 Law Enforcement Outreach

8. Has the task force been involved in outreach efforts to law enforcement agencies throughout the task force service area during the prior calendar year?*

Yes

No

8.b If the answer to question (8) is yes, please describe the types of outreach that the task force was involved in and how often.:

If you answered "Yes" to questions #8, please describe the types of outreach the task force was involved in and how often they participated

SCCG Project Package, Goal 3: Educational Activities, cont.

▶ Objective #3.3 Prosecutorial Outreach

- ▶ 9. Has the task force been involved in outreach efforts to prosecutors and/or federal attorneys throughout the task force service area during the prior calendar year?
 - ▶ Select “Yes” or “No”
 - ▶ 9.a. If the answer to question #9 is “No”, explain the reason the task force was not involved in outreach efforts with prosecutors and /or federal attorneys throughout the task force service area during the prior calendar year, and identify the plan to get involved in the next calendar year

Objective #3.3 Prosecutorial Outreach

9. Has the task force been involved in outreach efforts to prosecutors and/or federal attorneys throughout the task force service area during the prior calendar year?:

Yes No

9.a If the answer to question (9) is no, explain the reason the task force was not involved in outreach efforts with prosecutors and/or federal attorneys throughout the task force service area during the prior calendar year, and identify the plan to get involved in the next calendar year:

If you answer "No" to question #9, explain the reason the task force is not able to involved in outreach efforts with prosecutor and/or federal attorneys throughout the service area during the prior calendar year, and identify the plan to get involved in the next calendar year.

SCCG Project Package, Goal 3: Educational Activities, cont.

- ▶ Objective #3.3 Prosecutorial Outreach, cont.
 - ▶ 9. Has the task force been involved in outreach efforts to prosecutors and/or federal attorneys throughout the task force service area during the prior calendar year?
 - ▶ 9.b. If the answer to question #9 is "Yes", how was the task force involved in outreach efforts with prosecutors and /or federal attorneys throughout the task force service area during the prior calendar year, and how often

Objective #3.3 Prosecutorial Outreach

9. Has the task force been involved in outreach efforts to prosecutors and/or federal attorneys throughout the task force service area during the prior calendar year?*

Yes No

9.b If the answer to question (9) is yes, how did was the task force involved in outreach efforts with prosecutors and/or federal attorneys throughout the task force service area during the prior calendar year, and how often?:

If you answered "Yes" to questions #9, how was the task force involved in outreach efforts with prosecutors and/or federal attorneys throughout the service area during the prior calendar year and how often

SCCG Project Package, Goal 3: Educational Activities, cont.

▶ Objective #3.4 Allied Professionals Outreach

▶ 10. Has the task force been involved in outreach efforts to allied professionals throughout the task force service area during the prior calendar year?

▶ Select “Yes” or “No”

▶ 10.a. If the answer to question #10 is “No”, explain the reason the task force was not involved in outreach efforts with allied professionals throughout the task force service area during the prior calendar year, and the plan to get involved in outreach efforts going forward

Objective #3.4 Allied Professionals Outreach

10. Has the task force been involved in outreach efforts to allied professionals throughout the task force service area during the prior calendar year?*

Yes No

10.a If the answer to (10) is no, explain the reason the task force was not involved in outreach efforts with allied professionals throughout the task force service area during the prior calendar year, and the plan to get involved in outreach efforts going forward.:

If you answer "No" to question #10, explain the reason the task force is not able to involved in outreach efforts with allied professionals throughout the service area during the prior calendar year, and the plan to get involved in outreach efforts going forward

SCCG Project Package, Goal 3: Educational Activities, cont.

- ▶ Objective #3.4 Allied Professionals Outreach, cont.
 - ▶ 10. Has the task force been involved in outreach efforts to allied professionals throughout the task force service area during the prior calendar year?
 - ▶ 10.b. If the answer to question #10 is “Yes”, what types of outreach efforts did the task force participate in with allied professionals throughout the task force’s service area during the prior calendar year, and how often

Objective #3.4 Allied Professionals Outreach

10. Has the task force been involved in outreach efforts to allied professionals throughout the task force service area during the prior calendar year?*

Yes No

10.b. If the answer to (10) is yes, what types of outreach efforts did the task force participate in with allied professionals throughout the task force’s service area during the prior calendar year, and how often? :

If you answer "Yes" to question #10, what types of outreach did the task force participated in with allied professionals through the task force's service area during the prior calendar year, and how often.

SCCG Project Package, Goal #4 Collaboration with Other Agencies

► Objective #4.1 Information Sharing

- 11. Does the task force participate in meetings, generate newsletters, or partake in any other information forum to share task force information with the agencies throughout the task force service area ?

- Select “Yes” or “No”

- 11.a. If the answer to question #11 is “Yes”, identify the type of information that is shared, and identify the agencies to which information is shared.

Objective #4.1 Information Sharing

11. Does the task force participate in meetings generate newsletters, or partake in any other information forum to share task force information with the agencies throughout the task force service area? *

Yes No

11.a. If the answer to (11) is yes, identify the type of information that is shared, and identify the agencies to which information is shared.:

If you answer "Yes" to question #11, identify the type of information that is shared, and identify the agencies to which information is shared

SCCG Project Package, Goal #4 Collaboration with Other Agencies, cont.

- ▶ Objective #4.1 Information Sharing, cont.

- ▶ 11. Does the task force participate in meetings, generate newsletters, or partake in any other information forum to share task force information with the agencies throughout the task force service area ?

- ▶ 11.b. If the answer to question #11 is “No”, describe the plan to implement information sharing with the agencies throughout the task force service area, identify the type(s) of information that will be shared, and identify the agencies to which information will be shared

Goal #4 Collaboration with Other Agencies

Objective #4.1 Information Sharing

11. Does the task force participate in meetings generate newsletters, or partake in any other information forum to share task force information with the agencies throughout the task force service area?

Yes No

11.b. If the answer to question (11) is no, describe the plan to implement information sharing with the agencies throughout the task force service area, identify the type(s) of information that will be shared, and identify the agencies to which information will be shared.:

If you answer "No" to question #11, describe the plan to implement information sharing with the agencies throughout the task force service area, identify the type(s) of information that will be shared and identify the agencies to which the information will be shared.

SCCG Project Package, Goal #4 Collaboration with Other Agencies, cont.

- ▶ Objective #4.2 Investment
 - ▶ 12. Does the task force have a committee established to engage in operational and/or financial matters involving the task force?
 - ▶ Select “Yes” or “No”
 - ▶ 12. a. If you answered “No” to question #12, please explain why there is no committee, and if there are any plans to establish a committee

Objective #4.2 Investment

12. Does the task force have a committee established to engage in operational and/or financial matters involving the task force?*

Yes No

12.a If you answered no to question (12). Please explain why there is no committee, and if there are any plans to establish a committee.:

If you answer "No" to question #12, explain why there is no committee, and if there are any plans to establish a committee

SCCG Project Package, Goal #4

Collaboration with Other Agencies, cont.

- ▶ Objective #2.2, Investment
 - ▶ Do all the agencies signing the Memorandum of Understanding (MOU) contribute resources to the task force?
 - ▶ Select "Yes" or "No"

For the following question, the term "Memorandum of Understanding" refers to the agreement signed between the participating agencies and could also be called a Memorandum of Agreement (MOA), Letter of Agreement (LOA), etc.

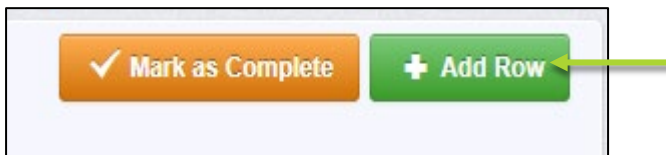
In addition, the term "resources" includes personnel, currency, equipment, office space, office supplies, etc. The term "resources" has not been defined due to other implications for task forces, but "resources" are considered things of value to the task force that are above and beyond the normal course of services that would be provided by the MOU signer. For example, providing back-up or serving search warrants when called upon are services that would normally exist within the police community and their duty responsibility and is not considered a "resource" for this question. A contributed "resource" generally results in a monetary loss by the donating agency (whether as cash or an in-kind contribution) and a monetary gain by the receiving agency (whether as cash or an in-kind contribution).

**13. Do all the agencies signing the
Memorandum of Understanding
(MOU) contribute resources to the
task force?*** Yes

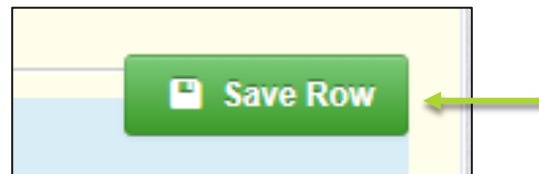
SCCG Project Package, Goal #4

Collaboration with Other Agencies, cont.

- ▶ 13.a To add each MOU/MOA signer and to list what resources , if they provide any:
 - ▶ You will need to add one line for each MOU/MOA signer in the table, by selecting “Add Row”, while the application form is not in “Editing” status
 - ▶ Above and under each question is the “Save Form” button
- ▶ Select “Add Row” to add each MOU/MOA signers and the resources that they provide to the task force



- ▶ Complete all fields for the Investment table, select “Save Row”



SCCG Project Package, Goal #4

Collaboration with Other Agencies, cont.

- ▶ **Agency:** MOU/MOA agency
- ▶ **Personnel:** How many officers does the MOU/MOA signer fund for the task force, salary and benefits
- ▶ **Currency:** How much money does the MOU/MOA signer give the task force
- ▶ **Equipment:** What item(s) of equipment does the MOU/MOA signer give the task force
- ▶ **Fuel:** How much funding for fuel does the MOU/MOA signer provide to the task force
- ▶ **Office Space:** How much funding for office space or is there an office space provided from the MOU/MOA signer provide to the task force
- ▶ **Other:** List any supplies/operations or any other item that is offered to the task force from the MOU/MOA signer

SCCG Project Package, Goal #4 Collaboration with Other Agencies, cont.

- ▶ Since each project is required to be multi-jurisdictional the form cannot be completed without a minimum of two agencies entered
 - ▶ Example:

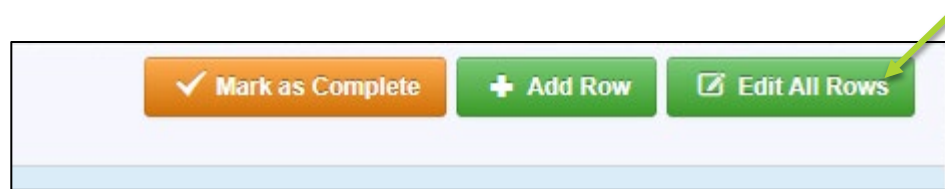
- Multi-List							✓ Mark as Complete	+ Add Row	✎ Edit All Rows
13.a Please add each MOU signer separately, and list what if any resources are provided by that agency.									
Agency	Personnel	Currency	Equipment	Fuel	Office Space	Other			
MNOP agency	3 task force officers salary and benefits	\$200.00	N/A	N/A	Office space provided	N/A			
XYZ agency	2 TFO salaries and benefits: \$240,000.00	\$5,000.00	2 Laptop computers: \$1,000.00	300.00	N/A	N/A			

Last Edited By: TEST TEST - Apr 5, 2024 1:53 PM

+ Add Row

SCCG Project Package, Goal #4 Collaboration with Other Agencies, cont.

- ▶ Changes can be made to each list by selecting “Edit All Rows”
 - ▶ This will also put the SCCG Project Package form back into “Editing” status



- ▶ You can delete rows, by selecting the “agency” and then selecting “Delete Row”



SCCG Project Package, Audit Information

▶ Audit Information

- ▶ 14. Has the applicant agency exceeded the State expenditure threshold of \$375,000 in state funds during agency's last fiscal year?
 - ▶ Select "Yes" or "No"
- ▶ 15. Date last audit completed a date must be entered to save
- ▶ 16. By checking this box the applicant agency understands, they are required to upload a copy of the agencies most recent completed audit (or annual financial statement) in the Named Attachments section of this application:

Audit Information

14. Has the applicant agency exceeded the State expenditure threshold of \$375,000 in state funds during agency's last fiscal year?: Yes No

15. Date last audit completed*:

16. By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit (or annual financial statement) in the Named Attachments section of this application*:

SCCG Project Package, Risk Assessment Information

▶ Risk Assessment

▶ 17. Does the applicant agency have new personnel that will be managing this grant award?

▶ This question is for new personnel that will be working with this award type less than 12 months

▶ Select “Yes” or “No”

▶ If the answer is “Yes”, the following question will pop-up:

▶ 17.a. If you answered yes to question #17, please list the name(s) of the new personnel and their title(s)

Risk Assessment Information

Risk Assessment

17. Does the applicant agency have new personnel that will be managing this grant award?*

Yes No

New personnel is defined as working with this award type less

17.a. If you answered yes to question (17), please list the name(s) of new personnel and their title(s):

Jane Doe: Intel Specialist
John Wick: Captain

SCCG Project Package, Risk Assessment Information, cont.

▶ Risk Assessment, cont.

- ▶ 18. Does the applicant agency have a new fiscal or time accounting system that will be used on this award?
 - ▶ Select "Yes" or "No"

18. Does the applicant agency have a new fiscal or time accounting system that will be used on this award?*

Yes

No

New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.

SCCG Project Package, Risk Assessment Information, cont.

- ▶ Risk Assessment, cont.
 - ▶ 19. Does the applicant agency receive any **direct** Federal Awards?
 - ▶ Select “Yes” or “No”
 - ▶ 19.a. If you answered “Yes” to question #19, please list the direct Federal awards the agency receives

19. Does the applicant agency receive any direct Federal awards?*

Yes

No

Direct grants are grants that you apply directly to the federal government for and there is no intermediary agency such as CJ/LE.

19.a If you answered yes to question (19), please list the direct Federal awards the agency receives.:

These are direct federal awards that your agency apply for and receives directly from the federal government.

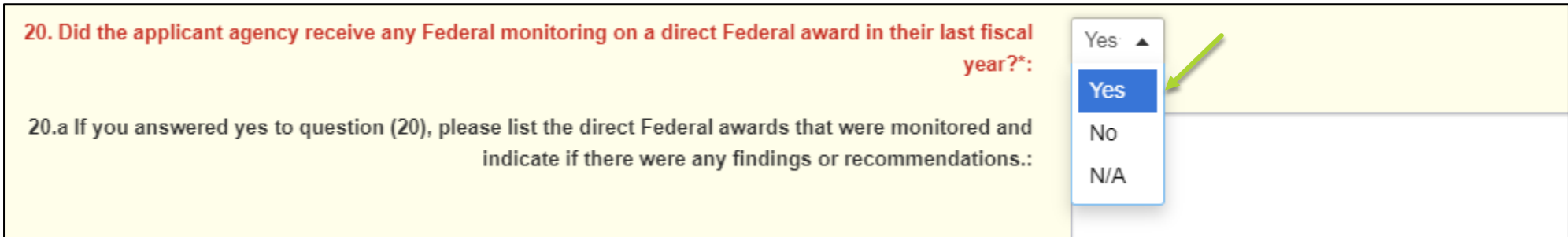
SCCG Project Package, Risk Assessment Information, cont.

- ▶ Risk Assessment, cont.
 - ▶ 20. Did the applicant agency receive any Federal monitoring on a direct Federal award in their last fiscal year?
 - ▶ Select "Yes", "No" or "N/A" from the drop-down

20. Did the applicant agency receive any Federal monitoring on a direct Federal award in their last fiscal year?*

20.a If you answered yes to question (20), please list the direct Federal awards that were monitored and indicate if there were any findings or recommendations.:

Yes ▲
Yes
No
N/A

A screenshot of a web form. The question is "20. Did the applicant agency receive any Federal monitoring on a direct Federal award in their last fiscal year?*" in red text. Below it is a sub-question "20.a If you answered yes to question (20), please list the direct Federal awards that were monitored and indicate if there were any findings or recommendations.:". To the right of the question is a dropdown menu with a white background and a blue border. The menu is open, showing three options: "Yes" (highlighted in blue), "No", and "N/A". A green arrow points to the "Yes" option.

SCCG Project Package, Risk Assessment Information, cont.

- ▶ Risk Assessment, cont.
 - ▶ 20.a. If you answered “Yes” to question #20, please list the direct Federal award(s) that were monitored and indicate if there were any findings or recommendations

20. Did the applicant agency receive any Federal monitoring on a direct Federal award in their last fiscal year?*

Yes ▼

20.a If you answered yes to question (20), please list the direct Federal awards that were monitored and indicate if there were any findings or recommendations.:

What awards were monitored?
What were the finding or recommendation, if any?

SCCG Project Package, Certified Assurances

- ▶ The 2025 SCCG Certified Assurances can be accessed by selecting the blue hyperlink
 - ▶ Check the box to verify that the Authorized Official has read and agrees to the terms and conditions of the grant
 - ▶ Failure to comply with any of the Certified Assurances will result in the agency being ineligible for funding
 - ▶ Name and Title of the Authorized Official
 - ▶ Date
 - ▶ Name and Title of the Person Completing the Application

SCCG Project Package, Certified Assurances, cont.

► Example:

☰ Certified Assurances

*****The correct Authorized Official must be the signatory on this application for the application to be eligible for funding, please see list below.*****
The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Presiding Commissioner, Mayor, City Administrator, University President, etc.)

If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official. (The Police Chief is NOT the Authorized Official)
If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official. (The Sheriff or Police Chief are not the Authorized Official)
If the applicant agency is a college/university, the College/University President (or Campus Chancellor, if applicable) shall be the Authorized Official.

If the authorized official has a different title, than those listed above, official documentation naming that position as the authorized official for your agency must be submitted with the application.

****IF YOU ARE UNABLE TO DETERMINE THE CORRECT AUTHORIZED OFFICIAL FOR YOUR AGENCY, OR THEY ARE DIFFERENT FROM WHAT IS LISTED ABOVE, YOU MUST CONTACT THE COUNTY CLERK FOR ASSISTANCE.****

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant agency.

2025 SCCG Certified Assurances

I (The Authorized Official) have read and agree to the terms and conditions of the grant. I am aware that failure to comply with any of the Certified Assurances will result in my agency being ineligible for funding.

Name and Title of the Authorized Official*: Rebecca Block - Mayor

Date*: 04/05/2024

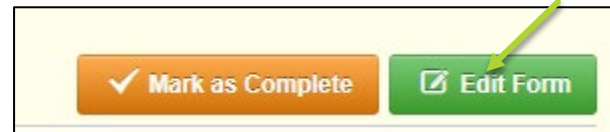
Name and Title of Person Completing the Application*: Amelia Jaegers - Director of Finance

SCCG Project Package, Certified Assurances, cont.

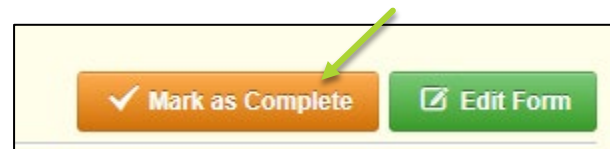
- ▶ After completing the entire form select “Save Form”



- ▶ To make any changes to the form, select “Edit Form”, then resave the form



- ▶ Once the form is completed, select “Mark as Complete”



Application Forms

- ▶ Select “Budget”

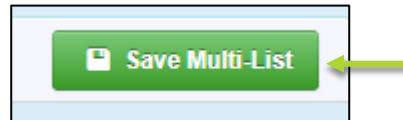
The screenshot displays a web application interface for managing application forms. At the top, there are four tabs: 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs is a section titled 'Application Details' with a document icon. A red warning message states: 'Application cannot be Submitted Currently' with two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. Below the warning is a table with two columns: 'Component' and 'Complete?'. The table lists several components, each with a green checkmark in the 'Complete?' column. The 'Budget' component is circled in green, and a green arrow points to it from the left. The 'Application Attachment' component is listed at the bottom of the table.

Component	Complete?
General Information	✓
Contact Information	✓
Law Enforcement Eligibility Requirements	✓
SCCG Project Package	✓
Budget	
Application Attachment	

Budget

- ▶ Budget

- ▶ Select “Save Multi-List” before you add budget lines, as the budget form opens in “Edit” status



- ▶ Select “Add Row” to add budget lines

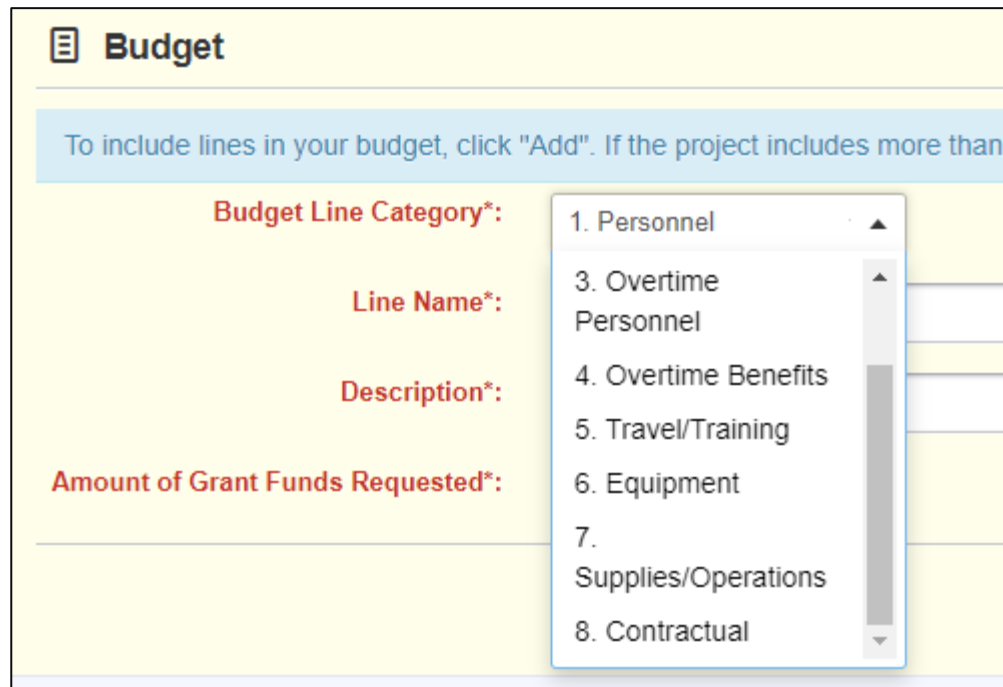


Budget, cont.

- ▶ **Budget Line Category:** Select from the drop-down box, which budget category the requested item is
- ▶ **Line name:** Should be a brief description of what the budget line is requesting (i.e. Personnel, Personnel Benefits, Equipment, Supplies/Operations, and Contractual
 - ▶ Each equipment budget line must be entered separately
- ▶ **Description:** Description of the budget line (i.e. (3) Personnel, FICA/Medicare, Medical Insurance & Dental Insurance), Workers Comp (3) Write Blocker, Forensic Disc Reader (1), Network Attached Storage Device (1)
- ▶ **Amount of Grant Funds Requested:** Should be the total amount of the funds requested for the listed budget line

Budget, cont.

- ▶ For each budget line select one of the eight budget categories from the drop-down menu



The screenshot shows a web form titled "Budget" with a yellow background. A light blue banner at the top contains the text: "To include lines in your budget, click 'Add'. If the project includes more than c". Below the banner, there are four input fields with red labels: "Budget Line Category*", "Line Name*", "Description*", and "Amount of Grant Funds Requested*". A dropdown menu is open over the "Budget Line Category*" field, displaying a list of eight categories: "1. Personnel", "3. Overtime Personnel", "4. Overtime Benefits", "5. Travel/Training", "6. Equipment", "7. Supplies/Operations", and "8. Contractual".

Budget, cont.

▶ Completed Budget example

Budget - Multi-List				✓ Mark as Complete	+ Add Row	✎ Edit All Rows
To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.						
Budget Line Category	Line Name	Description	Amount of Grant Funds Requested			
1. Personnel	Salary	2 TFO Salary Full-Time Investigators	\$255,551.34			
	<i>Subtotal</i>		\$255,551.34			
2. Personnel Benefits	Personnel Benefits	2 TFO F/M, Medical, Retirement, Workers Comp	\$90,813.85			
	<i>Subtotal</i>		\$90,813.85			
3. Overtime Personnel	Overtime	2 TFO 60 hours overtime for 2	\$10,000.00			
	<i>Subtotal</i>		\$10,000.00			
4. Overtime Benefits	Overtime Benefits	2 TFO F/M, Retirement, Workers Comp	\$4,500.00			
	<i>Subtotal</i>		\$4,500.00			
5. Travel/Training	Confrencece	CAC Conference	\$1,600.00			
	<i>Subtotal</i>		\$1,600.00			
6. Equipment	Forensic Disc Reader	1 Forensic Disc Reader	\$12,995.00			
6. Equipment	Write Blocker	UltraKit v5 + TX1	\$6,300.00			
	<i>Subtotal</i>		\$19,295.00			
7. Supplies/Operations	Licenses Renewals	Axiom License Renewal and Cellebrite License Renewal	\$9,000.00			
	<i>Subtotal</i>		\$9,000.00			
			\$390,760.19			

Last Edited By: TEST TEST - Apr 5, 2024 3:23 PM [+ Add Row](#)

- ▶ To Edit a budget line, select the hyperlink of the line you wish to edit, or select "Edit All Rows" for a mass edit of all lines as well as to add the budget justification

Budget, cont.

▶ Budget Justification

(For each budget line requested please provide a separate justification.)

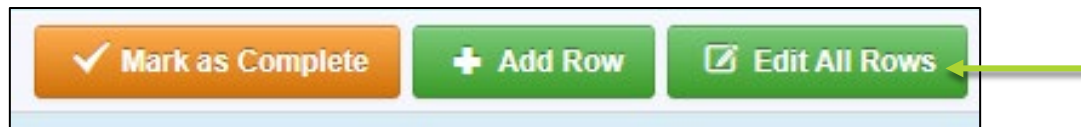
- ▶ **The Justification for each line should include the following:**
 - ▶ Justify why each requested budget line is necessary for the success of the proposed project.
 - ▶ Cost Basis for the budget line request, *(i.e. attached quote, prior year expenses, etc.)*.
 - ▶ Justify how each requested budget line has a direct effect on combating and/or preventing cybercrimes.

Specific information for budget lines in these categories should also include:

- ▶ **Personnel & Personnel Overtime** - Description of job responsibilities the individual will be expected to perform for this project/program.
- ▶ **Benefit and Overtime Benefits** - List which benefits are included and the rate or percentage of each benefit.
- ▶ **Travel/Training** – List each training separately in the budget and in the justification provide the cost basis breakdown for the training (Registration, hotel, per diem, etc.).
- ▶ **Equipment** – List each and if the item is new or a replacement, and who will be using the equipment.
- ▶ **Contractual** – Provide the dates of service for any contracts or contracted services.

Budget, cont.

- ▶ Budget Justification, cont.
 - ▶ To add the Justification(s), select “Edit All Rows”



Budget, cont.

▶ Justification example:

- ▶ Personnel
- ▶ Personnel Overtime
- ▶ Benefits
- ▶ Overtime Benefits

Personnel/Personnel Overtime:

Personnel – Detective John Adams is an Investigator with Whoville Police Department and has been an investigator most of his career. He has been investigation internet crimes against children since 2010. Current Annual Salary is \$50273.60

Personnel – Investigator Chris Smith – has been in law enforcement with Whoville Police Department. He has been working internet crimes against children. He is responsible for all forensic evidence intake and storage. Current Annual Salary is \$48,509.88

Benefits/Overtime Benefits:

FICA/Medicare – All personnel rate is standard (7.65%)

Medical Insurance – All personnel is provided by City of Whoville \$300.00 a pay period for 2024, we expect the amount to increase to \$350.00 a payroll period for 2025.

Pension/Retirement – All personnel Pension/Retirement is provided city of Whoville at 16.4% for 2024, we expect the amount to go to 17.4% for 2025.

Workers Comp – All personnel Workers Comp is provided by the City of Whoville at 4.55% for 2024, we expect the amount to increase to 6.25% for 2025.

Budget, cont.

- ▶ Justification example, cont.:

- ▶ Travel
- ▶ Equipment
- ▶ Supplies

Travel:

CAC Conferece: The CAC Conferece is scheduled to be held from April 4-6 2025. Both Adams and Smith will attend. Resitration is \$500.00 per person, based on the flyer that was sent to the task force. Flights are estimated to be at \$400 per person round trip. Their hotel stay is estimated at \$200 per person per night, at the Drury Inn. While they are there the City of Whoville will cover the cost of their meals and transportation to and from.

Equipment:

Equipment – Disc System – This is a replacement will be used by Investigator Scott Smith. This piece of equipment hashes and reports on CD'S, DVDs and Blu-Ray discs that are seized during child exploitation search warrants. Cost Estimates \$12,995.00 see attached vendor quote.

Supplies:

Supplies Supplies/Operations – PCIe Write Blockers – This write blocker will be used by Examiner Smith. Write blockers are required to isolate the suspect's storage media form the forensic workstation of the imaging equipment. So that no changes are made to the

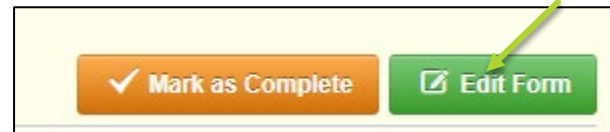
- ▶ Justifications should be listed in the same order as the items are listed in the budget!

Budget, cont.

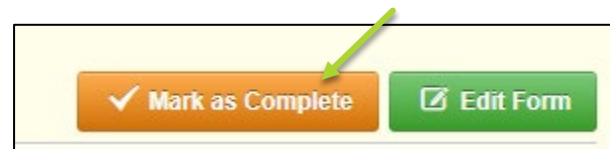
- ▶ After completing the entire form select “Save Form”



- ▶ To make any changes to the form, select “Edit Form”, then resave the form

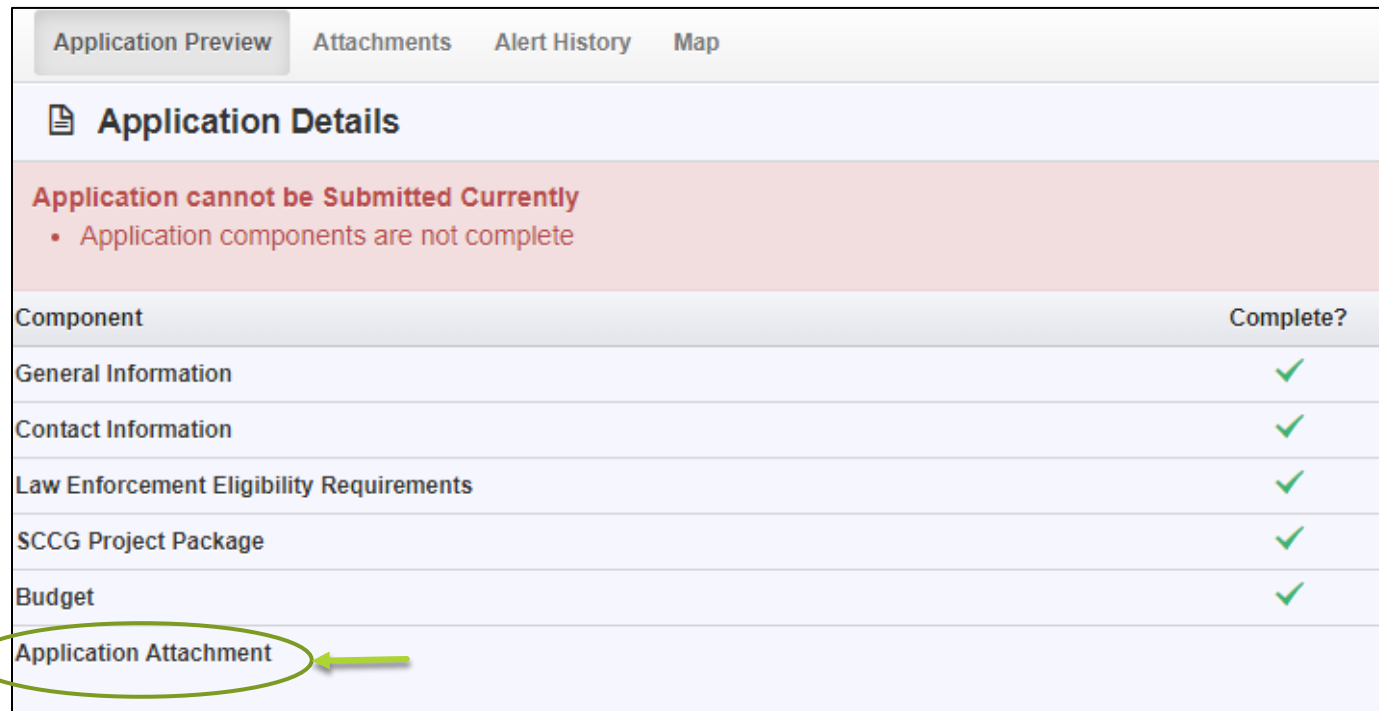


- ▶ Once the form is completed, select “Mark as Complete”



Application Forms

- ▶ Select “Application Attachment”



The screenshot shows a web interface for an application form. At the top, there are four tabs: "Application Preview" (selected), "Attachments", "Alert History", and "Map". Below the tabs is a section titled "Application Details" with a document icon. A red message box states: "Application cannot be Submitted Currently" with a bullet point: "Application components are not complete". Below this is a table with two columns: "Component" and "Complete?". The table lists several components, each with a green checkmark in the "Complete?" column. The "Application Attachment" row is circled in green, and a green arrow points to it from the right.

Component	Complete?
General Information	✓
Contact Information	✓
Law Enforcement Eligibility Requirements	✓
SCCG Project Package	✓
Budget	✓
Application Attachment	

Application Attachment

- ▶ **Required:** Signed MOU/MOA
 - ▶ Should have **current** signatures
- ▶ Quotes or Cost Basis
- ▶ Audit
- ▶ Other Supporting documentation

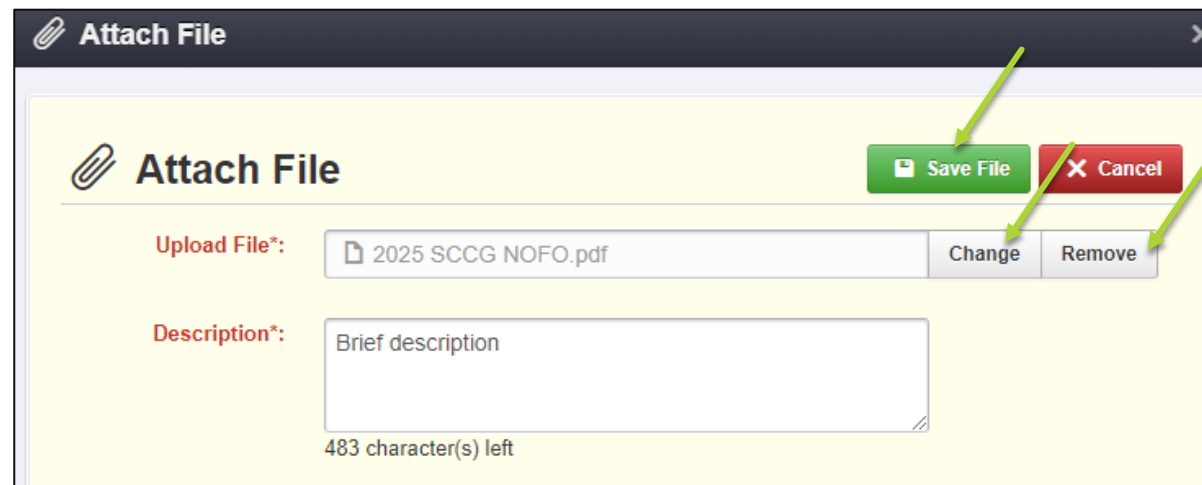
Application Attachment, cont.

- ▶ To attach, select the hyperlink for that attachment

📎 - Named Attachments ✔ Mark as Complete							
Named Attachment	Required	Description	File Name 🔗	Type	Size	Upload Date	Delete?
Memorandum of Understanding (MOU) ←	✔						
Quote or Cost Basis ←							
Audit ←							
Other Supporting Documentation ←							
Other Supporting Documentation							
Other Supporting Documentation							

Required Attachments Form, Cont.

- ▶ Select “Select file” to search your computer for the file
 - ▶ Provide a brief description for the document
- ▶ When complete, select “Save File”
 - ▶ You may remove or change an attachment from here as well



The screenshot shows a web form titled "Attach File" with a yellow background. At the top right, there are two buttons: a green "Save File" button and a red "Cancel" button. Below this, the "Upload File*" field contains the filename "2025 SCCG NOFO.pdf" and has two buttons: a grey "Change" button and a grey "Remove" button. The "Description*" field contains the text "Brief description" and has a character count of "483 character(s) left" below it. Three green arrows point to the "Save File", "Change", and "Remove" buttons respectively.

Required Attachments Form, Cont.

- ▶ After all attachments have been uploaded, select “Mark as Complete”
 - ▶ You can also delete attachments from this view

📎 - Named Attachments ✔ Mark as Complete							
Named Attachment	Required	Description	File Name 🔗	Type	Size	Upload Date	Delete?
Memorandum of Understanding (MOU)	✔	Brief description	2025 SCCG NOFO.pdf	pdf	333 KB	04/05/2024 04:13 PM	Delete
Quote or Cost Basis							
Audit							
Other Supporting Documentation							
Other Supporting Documentation							
Other Supporting Documentation							

Last Edited By: TEST TEST - Apr 5, 2024 4:13 PM

Submit Application

- ▶ When all forms are check marked complete, select "Submit Application"

Application Preview Attachments Alert History Map

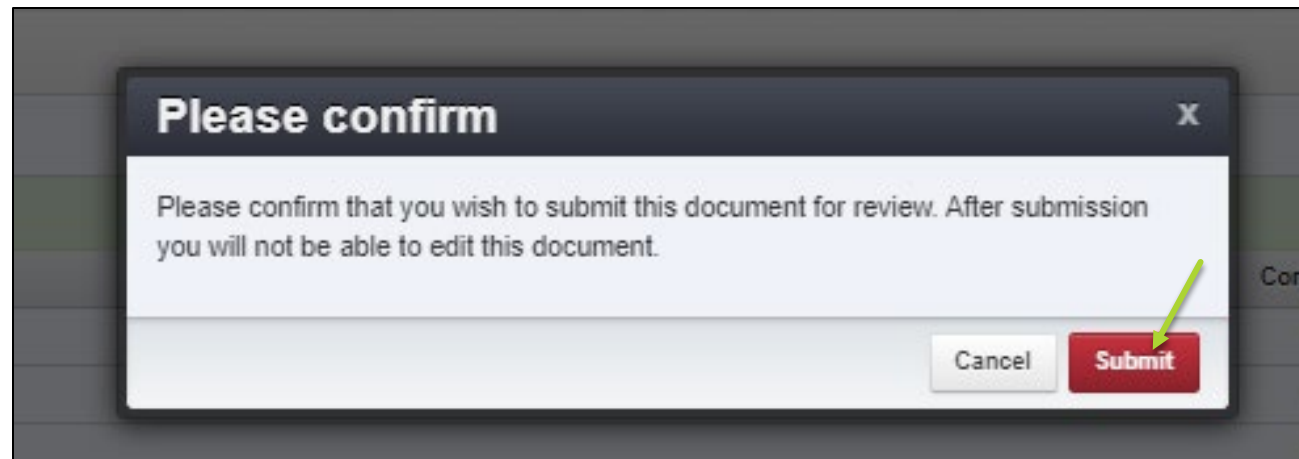
Application Details Preview Application Submit Application Withdraw

• Application is in compliance and is ready for Submission! ←

Component	Complete?	Last Edited
General Information	✓	Apr 4, 2024 4:12 PM - TEST TEST
Contact Information	✓	Apr 5, 2024 8:38 AM - TEST TEST
Law Enforcement Eligibility Requirements	✓	Apr 5, 2024 8:54 AM - TEST TEST
SCCG Project Package	✓	Apr 5, 2024 2:40 PM - TEST TEST
Budget	✓	Apr 5, 2024 3:59 PM - TEST TEST
Application Attachment	✓	Apr 5, 2024 4:13 PM - TEST TEST

Submit Application, cont.

- ▶ A pop-up box will ask if you are sure, you are ready to submit, if you are sure, select “Submit”



Submit Application, cont.

- ▶ The Primary Contact from the General Information component will receive a confirmation email stating that the application has been submitted

From: dpswebgrants@dps.mo.gov <dpswebgrants@dps.mo.gov>

Sent: Friday, April 5, 2024 4:17 PM

To: dpswebgrants <dpswebgrants@dps.mo.gov>

Subject: WebGrants - Missouri Department of Public Safety - Application - #27141 - Submitted

**** DO NOT RESPOND TO THIS EMAIL ****

The following Application has been submitted:

Application Number: 27141

Project Title: SCCG 2025 - ABC City Task Force

Program Area: State Cyber Crime Grant

Applicant Agency: BaseLine Organization

Primary Contact: TEST TEST

If this email requires your attention, you may log into the WebGrants grants management system at <https://dpsgrants.dps.mo.gov>. You can view or print a copy of the submitted application under the "My Applications" module.

You may now log into the WebGrants system at the following location:

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

Important Dates

- ▶ Application Period:
- ▶ April 8, 2024 – May 7, 2024, 4:00 p.m. (CST)
- ▶ Application Instructions PowerPoint Workshop, and Notice of Funding Opportunity, Available online: April 8, 2024.
- ▶ Compliance Workshop: July 2024
- ▶ Program Start Date: June 1, 2024
- ▶ Program End Date: May 31, 2025

Contacts

For any questions, please contact our office:

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Joni-McCarter@dps.mo.gov