

**STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR**

**WEBGRANTS
GRANTS MANAGEMENT SYSTEM**

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

**GRANTEE
APPLICATION MANUAL**

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Login

The WebGrants grants management software was introduced by the MO Department of Public Safety in January 2011.

- New users must first register with the WebGrants software to obtain a UserID and Password.
- Returning users should refer to the [Login](#) section of this manual.
- Returning users unsure of their UserID and Password should refer to the [Forgot Password](#) section of this manual.
- Additional users associated with a registered organization should be “Added” by a registered user rather than registering on the login page. By completing the registration form, the additional user is re-registering the already registered organization - this is not appropriate. Refer to the [My Profile, Add Additional Registered Users](#) section of this manual to add additional users.

A. Registration

1. Click the ‘**Register Here**’ link on the login page.

Missouri Department of Public Safety

Help System Compatibility

Log In

Login

User ID:*

Password:*

Login

[Forgot Password?](#)

New to WebGrants?
[Register Here](#)

Announcements

Welcome to the Missouri Department of Public Safety's WebGrants homepage!

First time users must register before using WebGrants. Click 'Register Here' to complete the registration form. Once completed, your registration will be subject to approval by a Department of Public Safety staff member. Approved users may add additional users from their organization once logged into WebGrants without needing approval from Department of Public Safety.

Returning users may enter their User ID and Password above to access WebGrants. If you have forgotten your password, click 'Forgot Password' to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

If you have questions or problems, please email dpswebgrants@dps.mo.gov or call (573) 751-4905. If you have questions about a particular grant program, please be sure to include the name of the grant program in the subject line of any e-mail messages. This will ensure your email is handled promptly by the appropriate program staff.

2. Complete all required fields, and as many optional fields as possible, on the Registration Form. The red asterisk (*) indicates a required field.

Personal Information: users should register themselves as it applies to the organization in which they are associated, unless applying for the John R. Justice (JRJ) grant program, which follows different registration guidelines

- Name/Title – individual’s name title (e.g. Mr., Ms., Dr., Sheriff, Deputy Sheriff, Chief, Lt., Sgt., Officer, etc) to be used for salutations
- Name/First Name – individual’s first name
- Name/Last Name – individual’s last name
- Job Title – individual’s job title within the organization for which they are registering
- Email – individual’s email address that will checked regularly

The following lines regarding addresses will differ for all individuals. Some addresses are simple while some addresses are more complex. Multiple lines have been provided for individuals that have complex addresses, such as having a PO Box and a Street Address or having a building name, room number, or suite number. Each line is not required, however, so avoid filling in repetitive information.

- Mailing Address – the address used by the US Postal Service – this may be a PO Box or a physical street address, whichever is applicable
- Street Address 1 – (this is not a required field) – if a PO Box was provided on the mailing address line, should provide the physical street address here, but if the physical street address was provided on the mailing address line, it may not be necessary to provide additional information here
- Street Address 2 – (this is not a required field) – provide additional information here, if applicable
- City – city associated with the mailing address
- State – state associated with the mailing address
- Postal Code/Zip – zip code associated with the mailing address

- Phone – telephone number at which the individual can be reached during daytime hours
- Phone Ext – (this is not a required field) the individual’s telephone extension, where applicable – if the telephone number is a direct line and an extension is not applicable, just leave this field blank
- Fax – facsimile number at which the individual can be reached during daytime hours

Organization Information: users should register their associated organization, unless applying for the John R. Justice (JRJ) grant program, which follows different registration guidelines

- Applicant Agency – agency associated with the registered user. Non-profit, for-profit, and faith-based organizations should enter their legal name. Units of government should enter their unit of state or local government followed by a comma and the project agency.
Example #1: Cole County Prosecutor’s Office = Cole County, Prosecutor’s Office
Example #2: Clay County Park Rangers = Clay County, Park Rangers
Example #3: Callaway County Juvenile Office = Callaway County, Juvenile Office
Example #4: Jefferson City Police Department = Jefferson City, Police Department
**The manner in which this reads is that the MO Department of Public Safety (DPS) is contracting with the unit of government on behalf of the specified project agency. DPS is still entering into a contract with the unit of government and will be disbursing all grant funds to the unit of*

government, but for purposes of registration and separation/confidentiality of grant records, the project agency must be identified.


- Organization Type – select from the drop down list of 1) Non-Profit, 2) Government, 3) For Profit, 4) Faith Based, and 5) Individual
- Federal Tax ID # - 9-digit number of the non-profit, for-profit, faith-based, or unit of government
- DUNS # - DUNS stands for Data Universal Numbering System; a DUNS number is a unique 9-digit number sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask your grant administrator, chief financial officer, or authorizing official of your organization to identify the applicant agency's DUNS number. If your organization does not know its DUNS number or needs to register for one, visit www.dunandbradstreet.com or call 1-866-705-5711.
- CCR Code – (this is not a required field) CCR stands for Central Contractor Registration; a CCR code is a unique 5 character CAGE/NCAGE sequence consisting of numbers and letters used as a repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Obtaining a CCR code is a free activity but organizations must renew a CCR registration every 12 months. Ask your grant administrator, chief financial officer, or authorizing official of your organization to identify the applicant agency's CCR code. If your organization does not know its CCR code or needs to register for one, visit www.ccr.gov.
- CCR Valid Until Date – (this is not a required field – but should be entered if a CCR Code is provided) the date the aforementioned CCR Registration is valid until; enter format as mm/dd/yyyy or select from the date picker.
- Organization Website – (this is not a required field) the applicant agency's website, where available


The following lines regarding addresses will differ for all organizations. Some addresses are simple while some addresses are more complex. Multiple lines have been provided for organizations that have complex addresses. Each line is not required, however, so avoid filling in repetitive information.

- Mailing Address – the address used by the US Postal Service – this may be a PO Box or a physical street address, whichever is applicable. This address should correspond to the address registered to the DUNS Number and/or CCR Registration identified above.
- Street Address 1 – (this is not a required field) – if a PO Box was provided on the mailing address line, should provide the physical street address here, but if the physical street address was provided on the mailing address line, it may not be necessary to provide additional information here. Where applicable, this address should also correspond to the address registered to the DUNS Number and/or CCR Registration identified above.
- Street Address 2 – (this is not a required field) – provide additional information here, if applicable
- City – city associated with the mailing address
- State – state associated with the mailing address
- Postal Code/Zip – zip code associated with the mailing address
- +4 – postal code/zip 4-digit extension for the mailing address identified above; if unknown, search the USPS Zip Code Lookup website at <http://zip4.usps.com/zip4/welcome.jsp>
- County – select from the drop down list of Missouri counties
- Congressional District – select from the drop down list of Missouri congressional districts
- Phone – telephone number for the applicant agency
- Ext – (this is not a required field) the applicant agency's telephone extension, where applicable – if the telephone number is a direct line and an extension is not applicable, just leave this field blank
- Fax – the applicant agency's facsimile number

3. Click one of the 'Register' links when completed.

Missouri Department of
Public Safety

 [Help](#)

 [Register](#)

Register

Personal Information

Name:*
Title First Name Last Name

Job Title:*

Email:*

Mailing Address:*

Street Address 1:

Street Address 2:

* Missouri
City State/Province Postal Code/Zip

Phone:*
Dashes appear automatically Ext.

Fax:*
Dashes appear automatically


Organization Information

Applicant Agency:*

Organization Type:*

Federal Tax ID #:*

DUNS #:*

CCR Code: 
Valid Until Date

Organization Website:

Mailing Address:*

Street Address 1:

Street Address 2:

* Missouri
City State/Province Postal Code/Zip + 4

County:*

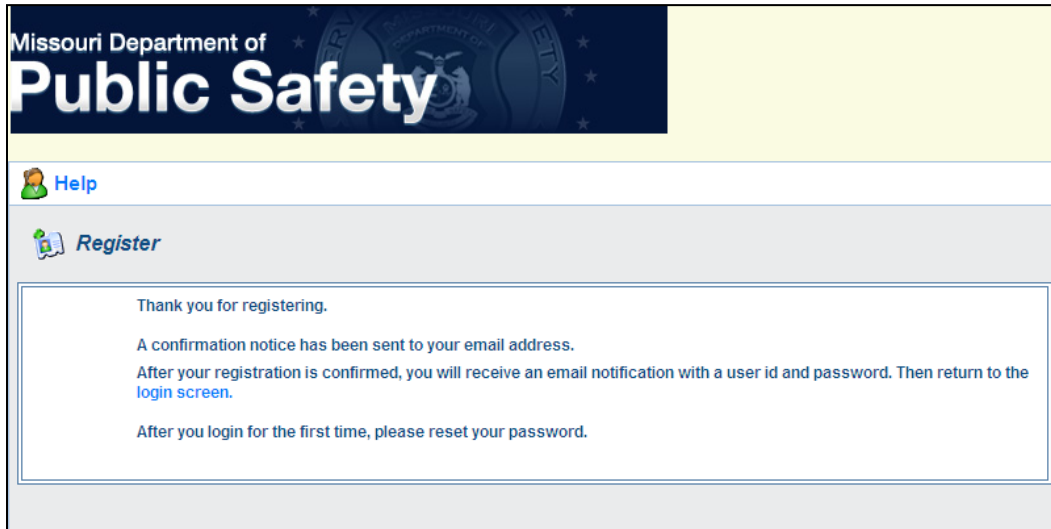
Congressional District:*

Phone:*
Ext.

Fax:*

Register

4. Once the registration has been submitted, a confirmation screen will be displayed. *(Example below)*



5. The new user will also receive a confirmation email indicating they have successfully submitted their registration.
6. The Department of Public Safety will be notified of the new registration as well and will review the request. Requests may not be reviewed immediately so allow some time.
7. If the registration is approved, the user's User ID and Password will be emailed to them and will be active at that time. If the registration is denied, the user will receive an email indicating the reason for denial.

Note: Approved users can 'Add' additional users from within their organization without it being subject to Department of Public Safety approval. Refer to the Main Menu, My Profile section of this manual for more information.

B. Login

Users can only log into WebGrants if they have an approved registration.

1. Enter the system-assigned User ID and Password and click the '**Login**' button.

Missouri Department of
Public Safety

[Help](#) [System Compatibility](#)

[Log In](#)

Login

User ID:*

Password:*

[Forgot Password?](#)

New to WebGrants?

[Register Here](#)

Announcements

Welcome to the Missouri Department of Public Safety's WebGrants homepage!

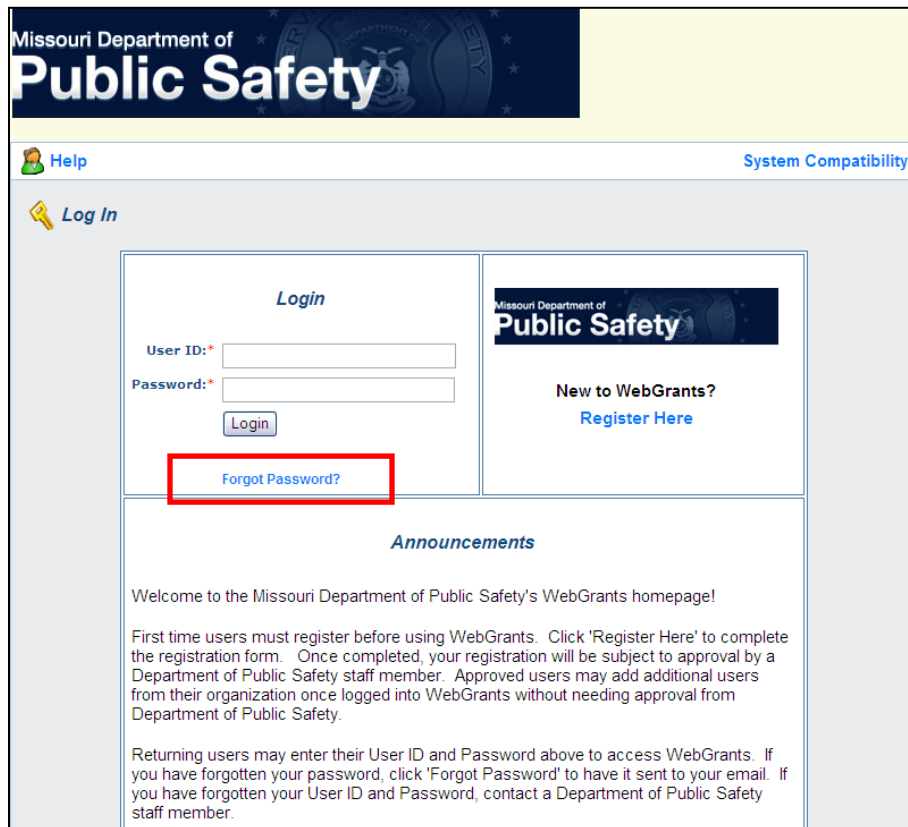
First time users must register before using WebGrants. Click 'Register Here' to complete the registration form. Once completed, your registration will be subject to approval by a Department of Public Safety staff member. Approved users may add additional users from their organization once logged into WebGrants without needing approval from Department of Public Safety.

Returning users may enter their User ID and Password above to access WebGrants. If you have forgotten your password, click 'Forgot Password' to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

If you have questions or problems, please email dpswebgrants@dps.mo.gov or call (573) 751-4905. If you have questions about a particular grant program, please be sure to include the name of the grant program in the subject line of any e-mail messages. This will ensure your email is handled promptly by the appropriate program staff.

C. Forgot Password

1. If you forget your password, click the 'Forgot Password?' link on the login page.



Missouri Department of
Public Safety

Help System Compatibility

Log In

Login

User ID:*

Password:*

Login

Forgot Password?

New to WebGrants?
[Register Here](#)

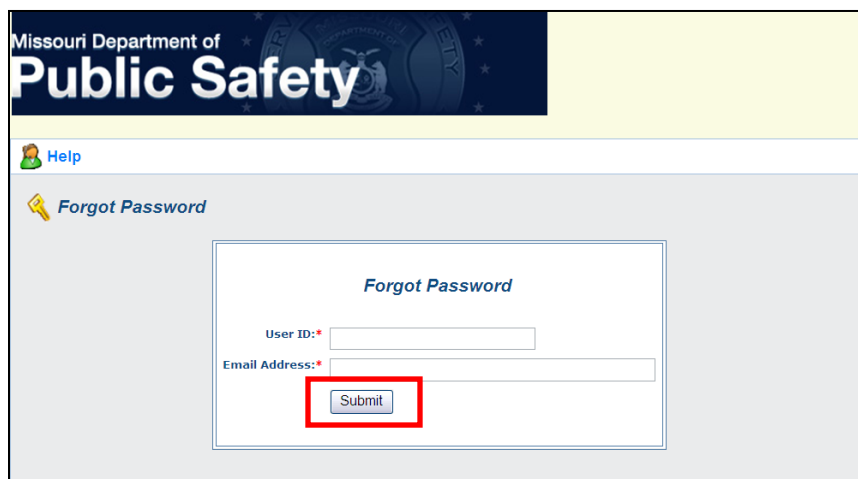
Announcements

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Returning users may enter their User ID and Password above to access WebGrants. If you have forgotten your password, click 'Forgot Password' to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

2. Enter your User ID and Email Address in the displayed form and click the 'Submit' button.



Missouri Department of
Public Safety

Help

Forgot Password

Forgot Password

User ID:*

Email Address:*

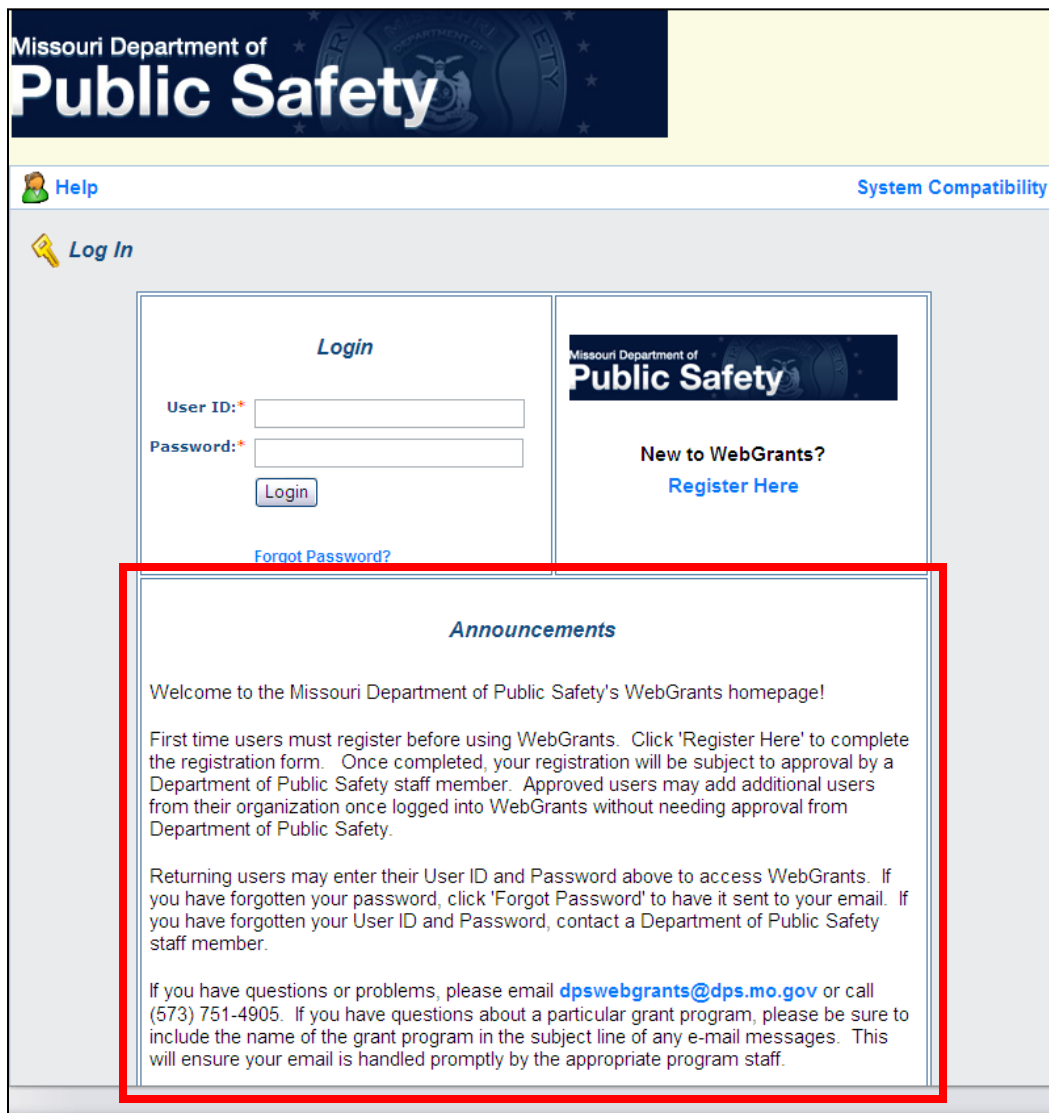
Submit

3. If the information matches a record in the database, your User ID and Password will be emailed to you.

If you are unsuccessful in retrieving your password using these steps, please email dpswebgrants@dps.mo.gov or call (573) 751-4905 and the Department of Public Safety will be able to provide you with such login information following the verification of the requestor.

D. Announcements

This section lists any announcements from the WebGrants system administrator (DPS).



Missouri Department of
Public Safety

[Help](#) [System Compatibility](#)

[Log In](#)

Login

User ID:*

Password:*

[Forgot Password?](#)

Missouri Department of
Public Safety

New to WebGrants?
[Register Here](#)

Announcements

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If you have questions or problems, please email dpswebgrants@dps.mo.gov or call (573) 751-4905. If you have questions about a particular grant program, please be sure to include the name of the grant program in the subject line of any e-mail messages. This will ensure your email is handled promptly by the appropriate program staff.

E. Help

The Help icon is located on every screen of the WebGrants system. Help information may (or may not) be available to provide you with further page instructions. For program-specific instructions and guidelines, always refer to the Grant Solicitation.

The screenshot shows the Missouri Department of Public Safety WebGrants homepage. At the top left, the text "Missouri Department of Public Safety" is displayed in white on a dark blue background. Below this, a navigation bar contains a "Help" icon (a person with a question mark) and the text "Help", which is highlighted with a red rectangular box. To the right of the "Help" icon is the text "System Compatibility". Below the navigation bar, there is a "Log In" link with a key icon. The main content area is divided into two columns. The left column is titled "Login" and contains two input fields: "User ID:*" and "Password:*", followed by a "Login" button and a "Forgot Password?" link. The right column is titled "New to WebGrants?" and contains a "Register Here" link. Below these columns is an "Announcements" section with the following text:

Announcements

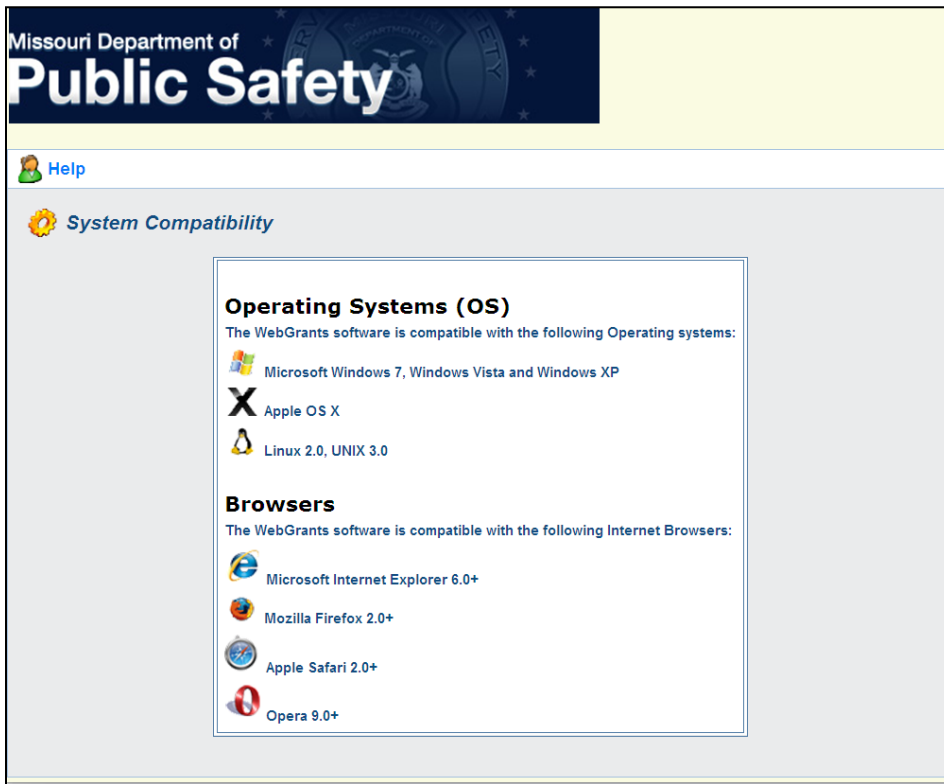
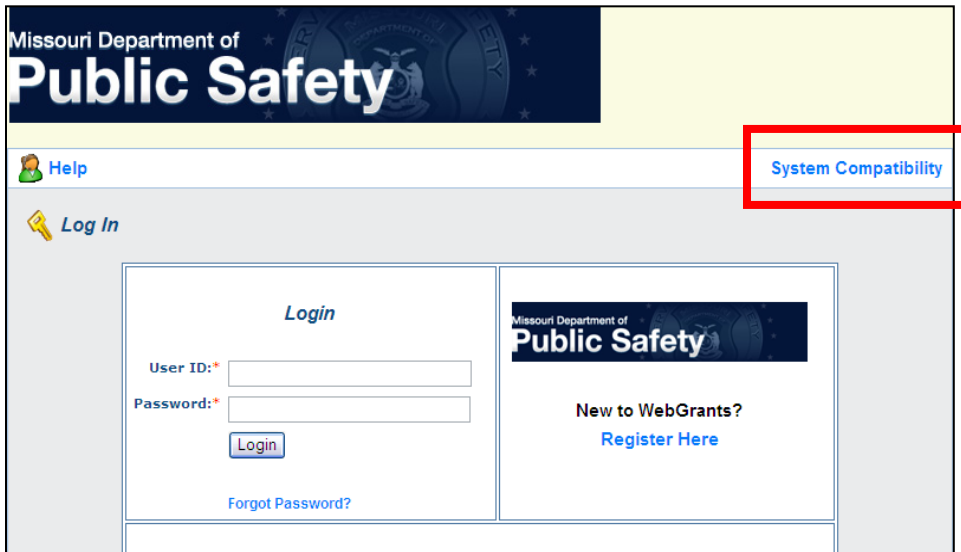
Welcome to the Missouri Department of Public Safety's WebGrants homepage!

First time users must register before using WebGrants. Click 'Register Here' to complete the registration form. Once completed, your registration will be subject to approval by a Department of Public Safety staff member. Approved users may add additional users from their organization once logged into WebGrants without needing approval from Department of Public Safety.

Returning users may enter their User ID and Password above to access WebGrants. If you have forgotten your password, click 'Forgot Password?' to have it sent to your email. If you have forgotten your User Id and Password, contact a Department of Public Safety staff member.

F. System Compatibility

This page lists the current browsers and operating systems that are compatible with the WebGrants software. This page will be updated with the availability of new browsers or operating systems.



Main Menu

The Main Menu is the first screen a user sees after logging into WebGrants. The user will see five modules. These five modules will contain information relative to their associated organization(s).



WebGrants Toolbar:

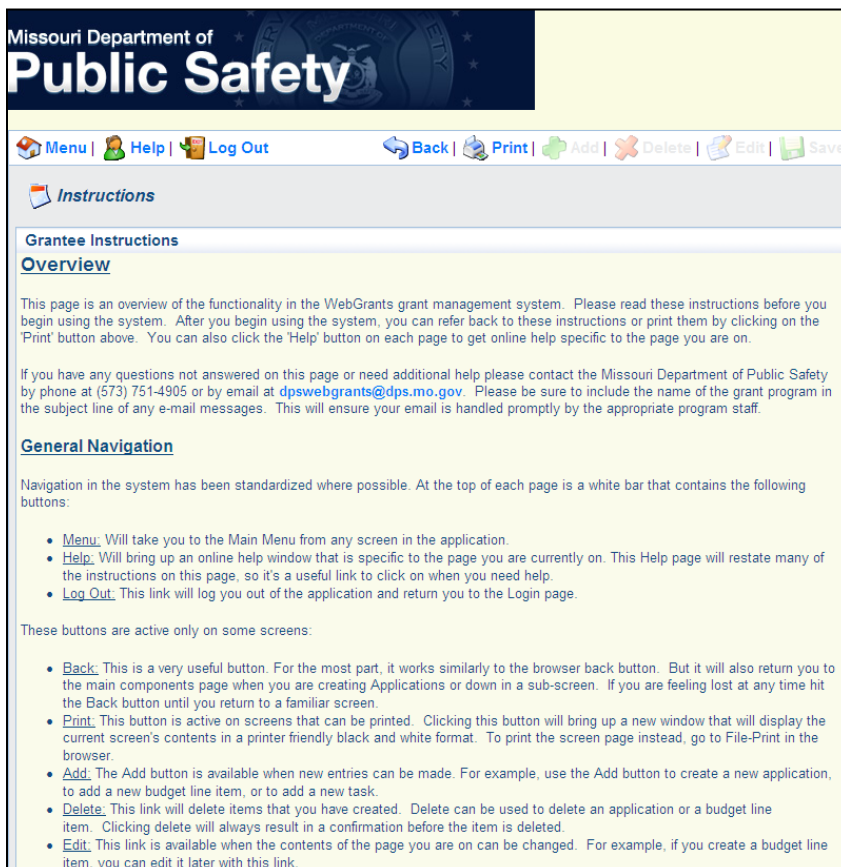
The following commands are the standard options that will appear on every screen of the WebGrants system. Some options will not be available on all screens and will consequently be grayed out.

- The **'Menu'** button will always return the user to the Main Menu screen.
- The **'Help'** button will provide information and instructions pertaining to the screen, where available.
- The **'Log Out'** button will return you to the login screen.
- The **'Back'** button will return you to the previous screen. Only use the Back Button while in WebGrants. Do NOT use the Browser's Back Button. You may lose changes if you use the Browser's back button.
- The **'Print'** button will print the displayed information in a printer-friendly format, where applicable
- The **'Add'** button will allow the user to include lines within a grid-style form (e.g. budget, other attachments, etc), where applicable
- The **'Delete'** button will allow the user to delete a line within a grid-style form (e.g. budget, other attachments, etc), where applicable
- The **'Edit'** button will allow the user to "open up" a form to enter text or to make changes to previously entered text, where applicable
- The **'Save'** button will allow the user to save changes to a form (so long as all required fields are completed), where applicable

A. Grantee Instructions

This component of WebGrants displays a user manual for all grantees. It is primarily a navigational aid that informs the grantee how WebGrants works and how to use the various modules.

1. On the Main Menu, click the 'Grantee Instructions' link



B. My Profile

This component of WebGrants displays the user's profile information and associated organization information.

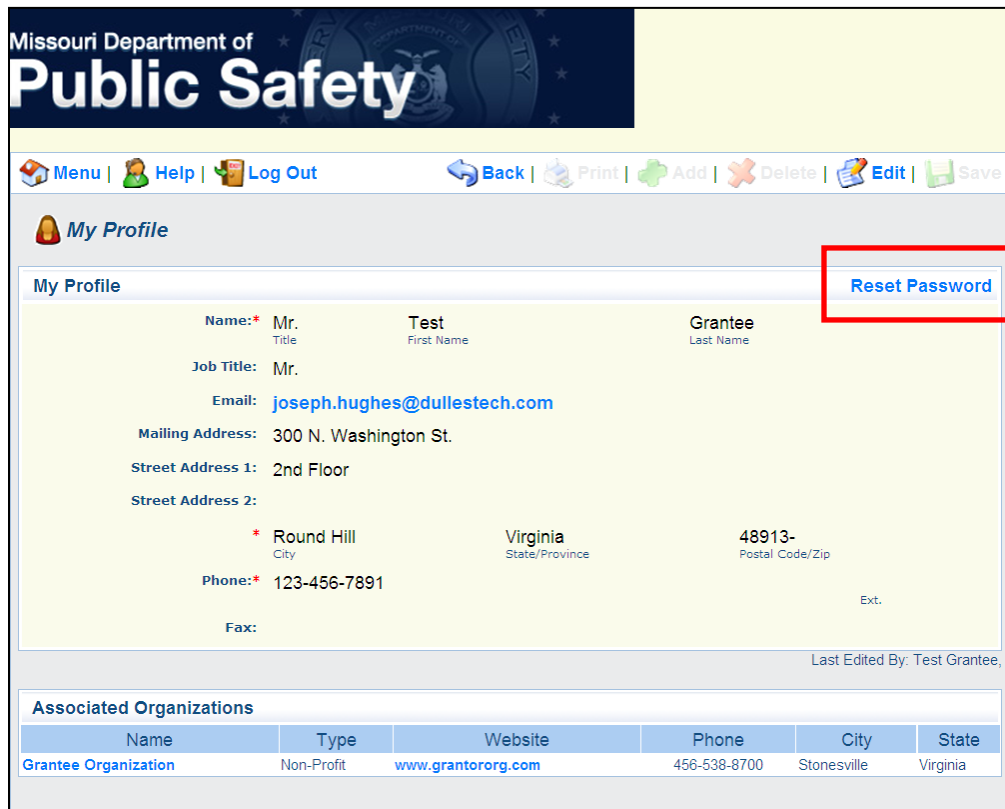


The 'My Profile' module allows you to perform the following maintenance tasks:

- reset your password
- edit your contact information
- edit our organization information
- add additional registered users

1. Reset Password

- A. On the Main Menu, click 'My Profile'
- B. Click 'Reset Password' to change your password



Missouri Department of Public Safety

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

My Profile

Reset Password

Name: Mr. Test
Title: Test
First Name: Test
Last Name: Grantee

Job Title: Mr.

Email: joseph.hughes@dullestech.com

Mailing Address: 300 N. Washington St.

Street Address 1: 2nd Floor

Street Address 2:

City: Round Hill
State/Province: Virginia
Postal Code/Zip: 48913-

Phone: 123-456-7891
Ext.:

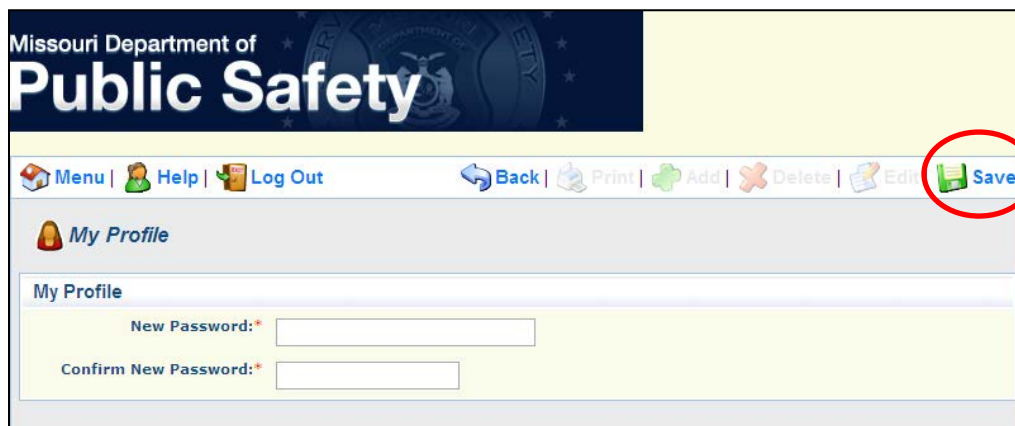
Fax:

Last Edited By: Test Grantee

Name	Type	Website	Phone	City	State
Grantee Organization	Non-Profit	www.grantororg.com	456-538-8700	Stonesville	Virginia

- C. Enter your new password and click the green 'Save' button to save your changes.

Note: Passwords must contain a minimum of 6 characters (at least one of these characters must be a number).



Missouri Department of Public Safety

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

My Profile

New Password: *

Confirm New Password: *

2. Edit Contact Information

- A. On the Main Menu, click 'My Profile'
- B. Click the blue 'Edit' button to change or update your contact information

Missouri Department of Public Safety

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

My Profile

Reset Password

Name: * Mr. Test Grantee
Title First Name Last Name

Job Title: Mr.

Email: joseph.hughes@dullestech.com

Mailing Address: 300 N. Washington St.

Street Address 1: 2nd Floor

Street Address 2:

* Round Hill Virginia 48913-
City State/Province Postal Code/Zip

Phone: * 123-456-7891
Dashes appear automatically Ext.

Fax:

Last Edited By: Test Grantee

Name	Type	Website	Phone	City	State
Grantee Organization	Non-Profit	www.grantororg.com	456-538-8700	Stonesville	Virginia

- C. Make the necessary changes and click the green 'Save' button to save your changes.

Missouri Department of Public Safety

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

My Profile

Name: * Mr. Test Grantee
Title First Name Last Name

Job Title: * Mr.

Email: * joseph.hughes@dullestech.com

Mailing Address: * 300 N. Washington St.

Street Address 1: 2nd Floor

Street Address 2:

* Round Hill Virginia 48913-
City State/Province Postal Code/Zip

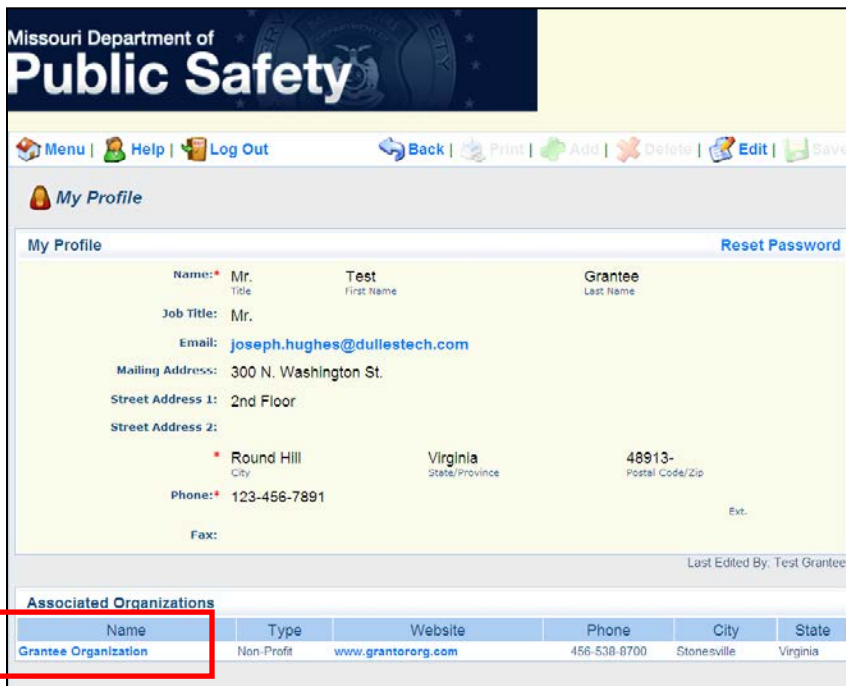
Phone: * 123-456-7891
Dashes appear automatically Ext.

Fax: *
Dashes appear automatically

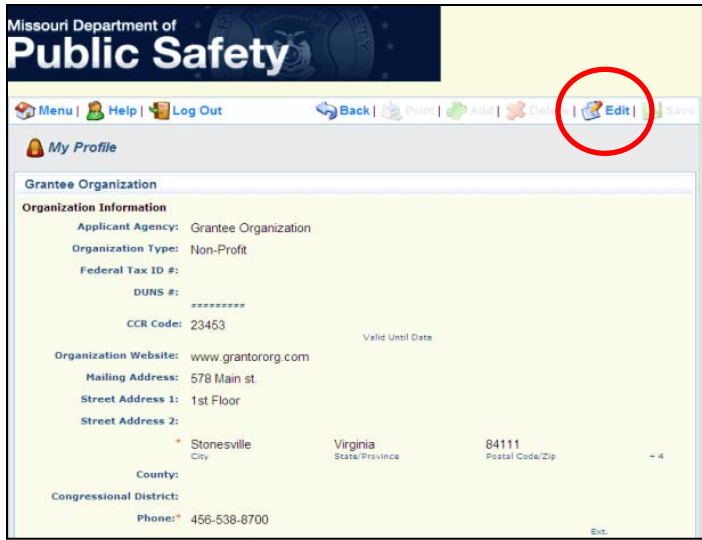
3. Edit Organization Information

- A. On the Main Menu, click **'My Profile'**
- B. Click the **'Name'** from the 'Associated Organizations' table to update your organization's information.

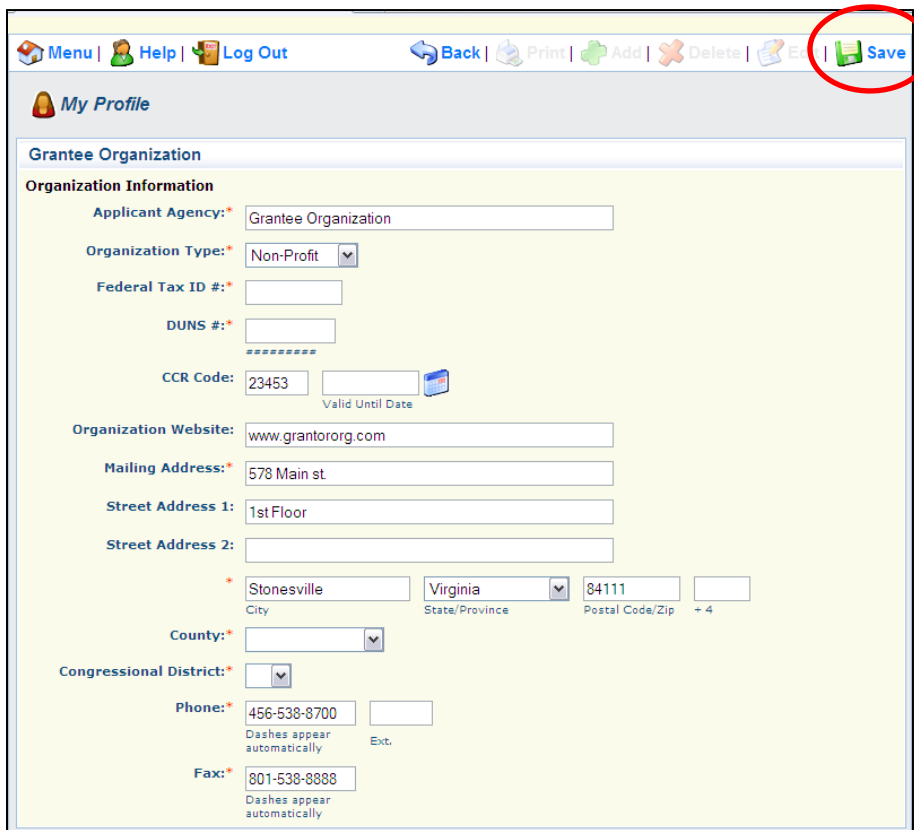
Note: Most users will only have 1 organization associated with their WebGrants profile. Some users, such as grant writers, may have more than 1 organization associated with their WebGrants profile, however, and will be able to manage their grants from one login. If you are associated with more than 1 organization and have more than 1 login, contact DPS to consolidate your profile.



- C. Click the blue **'Edit'** button on the Grantee Organization screen to update or change information for your agency.



D. Make the necessary changes and click the green 'Save' button to save those changes.



4. Add Registered Users

- A. On the Main Menu, click 'My Profile'
- B. Click the 'Name' from the 'Associated Organizations' table

Missouri Department of Public Safety

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

My Profile

Reset Password

Name: Mr. Test Grantee
Title: Mr. Test
Job Title: Mr.
Email: joseph.hughes@dullestech.com
Mailing Address: 300 N. Washington St.
Street Address 1: 2nd Floor
Street Address 2: Round Hill, Virginia 48913-
City: Round Hill, State/Province: Virginia, Postal Code/Zip: 48913-
Phone: 123-456-7891
Fax: Ext.

Last Edited By: Test Grantee.

Associated Organizations						
Name	Type	Website	Phone	City	State	
Grantee Organization	Non-Profit	www.grantororg.com	456-538-8700	Stonesville	Virginia	

- C. Click the 'Add' button from the 'Registered Users' table of the Grantee Organization screen to add additional users for your agency.

Missouri Department of Public Safety

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grantee Organization

Organization Information

Applicant Agency: Grantee Organization
Organization Type: Non-Profit
Federal Tax ID #: DUNS #: CCR Code: 23453 Valid Until Date
Organization Website: www.grantororg.com
Mailing Address: 578 Main st.
Street Address 1: 1st Floor
Street Address 2: Stonesville, Virginia 84111
City: Stonesville, State/Province: Virginia, Postal Code/Zip: 84111
County: Congressional District: Phone: 456-538-8700
Fax: 801-538-8888
Ext.

Last Edited By: System Administrator, 07/28/2010

Registered Users						Add
Name	Email	Phone	City	State		
Test Grantee	joseph.hughes@dullestech.com	123-456-7891	Round Hill	Virginia		

- D. Complete all required fields, and as many optional fields as possible, on the registration form to add the additional registered user. Click the green 'Save' button to save those changes.

The screenshot shows the 'My Profile' registration form for the Missouri Department of Public Safety. The form includes the following fields and options:

- Name:** Three input fields for Title, First Name, and Last Name.
- Job Title:** One input field.
- Email:** One input field.
- Mailing Address:** One input field.
- Street Address 1:** One input field.
- Street Address 2:** One input field.
- City:** One input field.
- State/Province:** A dropdown menu currently showing 'Missouri'.
- Postal Code/Zip:** One input field.
- Phone:** Two input fields for the main number and extension (Ext.).
- Fax:** One input field.

Navigation and utility icons are located at the top of the page, including Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and a green 'Save' button which is circled in red.

- E. The new registered user will receive an email with their User ID and Password.

Note: By adding users through this method, their registration will not be subjected to approval by the Department of Public Safety, thus making the process quicker.

C. Funding Opportunities

This component of WebGrants displays all available funding opportunities offered by the MO Department of Public Safety, Office of the Director for the following three units: 1) Crime Victims Services Unit (CVSU), 2) Criminal Justice/Law Enforcement (CJ/LE), and 3) Juvenile Justice (JJ).

1. Search for a Funding Opportunity

- A. On the Main Menu, click the 'Funding Opportunities' link



- B. The 'Current Funding Opportunities' screen will display all active and open funding opportunities posted by the MO Department of Public Safety, including the application deadline. Click on a grant listed in 'Opportunity Title' column to view information about the grant or to start an application.

The screenshot shows the 'Current Funding Opportunities' screen. It includes a header with the department name and a navigation bar. Below the header is a 'Funding Opportunities' section with a 'Current Funding Opportunities' sub-section. A note states: 'This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.' Below the note is a table with the following columns: ID, Department, Program, Opportunity Title, and Application Deadline. The 'Opportunity Title' column is highlighted with a red box.

ID	Department	Program	Opportunity Title	Application Deadline
2	Juvenile Justice Program	Juvenile Accountability Block Grant (JABG)	2011 JABG Grant Program	06/01/2011
43	Juvenile Justice Program	Title V Community Prevention Grant	2011 Title V Grant Application	06/01/2011
44	Juvenile Justice Program	Enforcing Underage Drinking Laws Grant (EUDL)	2012 Enforcing Underage Drinking Laws Grant Application	06/01/2011
4	Criminal Justice Law Enforcement	Edward Byrne Memorial Justice Assistance Grant (JAG)	JAG	02/25/2011
31	Criminal Justice Law Enforcement	Local Law Enforcement Block Grant (LLEBG)	LLEBG	04/15/2011
18	Criminal Justice Law Enforcement	Missouri Crime Laboratory Upgrade Program (MCLUP)	MCLUP	04/15/2011
16	Criminal Justice Law Enforcement	Multi-Jurisdictional Cyber Crime Grant (MJCCG)	MJCCG	04/15/2011
20	Criminal Justice Law Enforcement	Paul Coverdell National Forensic Science Improvement Grant (PCNFS)	PCNFS	Not Applicable
14	Criminal Justice Law Enforcement	Recovery - Edward Byrne Memorial Justice Assistance Grant (Recovery-JAG)	Recovery-JAG	04/15/2011

- C. Once a funding opportunity is selected, this screen will display further information regarding the particular grant program and/or to initiate an application.

Missouri Department of Public Safety

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Funding Opportunities

Current Applications
Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
No existing applications		

Opportunity Details [Copy Existing Application](#) | [Start a New Application](#)

4-JAG
Edward Byrne Memorial Justice Assistance Grant (JAG)
Application Deadline: 02/25/2011 5:00 PM

Award Amount Range:	Not Applicable	Program Officer:	Heather Haslag
Project Start Date:	07/01/2011	Phone:	573-751-1318 x
Project End Date:	06/30/2012	Email:	Heather.Haslag@dps.mo.gov
Award Announcement Date:	07/01/2011		
CFDA Number:	16.738		

Description
BACKGROUND:

In honor of [Police Officer Byrne](#), a major U. S. Department of Justice initiative was titled the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The Department's Bureau of Justice Assistance (BJA) administers the program, which allow states and local governments to support a broad range of activities to prevent and control crime and to improve the justice system.

JAG supports local law enforcement, including multi-jurisdictional drug and gang task forces, domestic violence and child abuse investigators, DARE and School Resource Officers, drug courts, corrections, treatment, victim services, information sharing/technology, and other prevention initiatives that strengthen the nation's criminal justice system.

ELIGIBLE APPLICANTS:

Any state or local unit of government within Missouri, is eligible to submit an application for funding. However local units of government which receive a direct JAG allocation from BJA are not eligible to apply for these funds through DPS unless their proposed project is multi-jurisdictional. State agencies must have budgetary spending authority for their requests.

ELIGIBLE PURPOSE AREAS:

JAG funds may be used for state and local initiatives, technical assistance, personnel, training, travel, equipment, supplies and operational costs, contractual support, and information systems for criminal justice for any one of the following 7 purpose areas:

- Law Enforcement
- Prosecution and Court
- Prevention and Education
- Corrections and Community Corrections
- Drug Treatment
- Planning, Evaluation, and Technology Improvement
- Crime Victim and Witness (other than compensation)

Attachments
Click on the File Name to open attachment

Description	File Name
JAG Application Packet	2010 JAG Application.doc

Website Links
Click on the URL to go to website

URL	Description
http://www.dps.mo.gov/dlir/programs/cjle/jag.asp	MO Dept. of Public Safety, JAG Website

The first section of this screen will provide the program name, application deadline, award range (if applicable), project period dates, contact information, and CFDA number (if applicable).

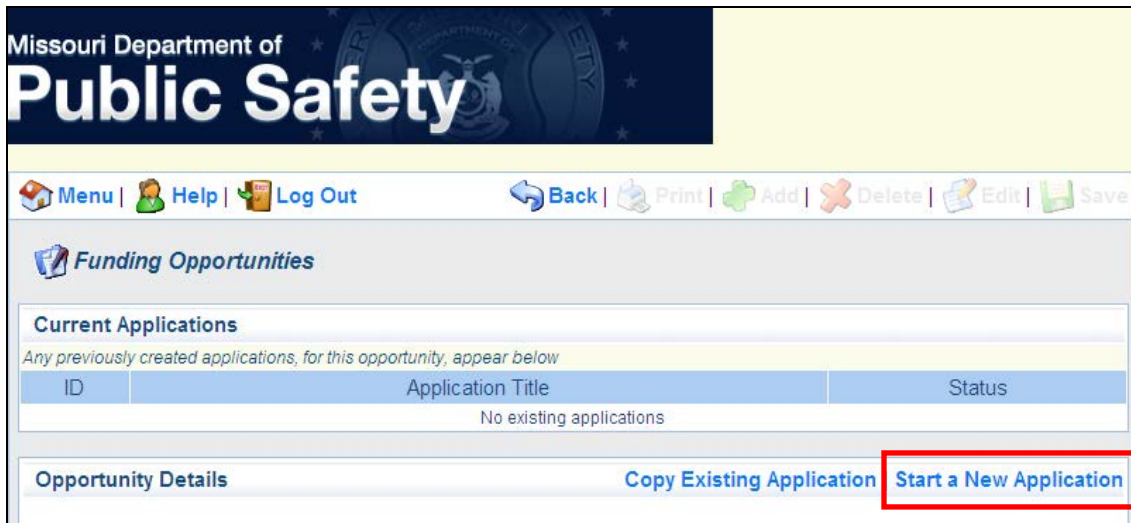
The second section will provide general information regarding the specific funding opportunity.

The third section will have any necessary documents attached pertaining to the funding opportunity.

The fourth section of this screen will provide any applicable website links pertaining to the funding opportunity.

2. Start a New Application

- A. On the Main Menu, click the **'Funding Opportunities'** link.
- B. Select the funding opportunity from the **'Opportunity Title'** column.
- C. To initiate an application for the selected funding opportunity, click **'Start a New Application'**.



Missouri Department of Public Safety

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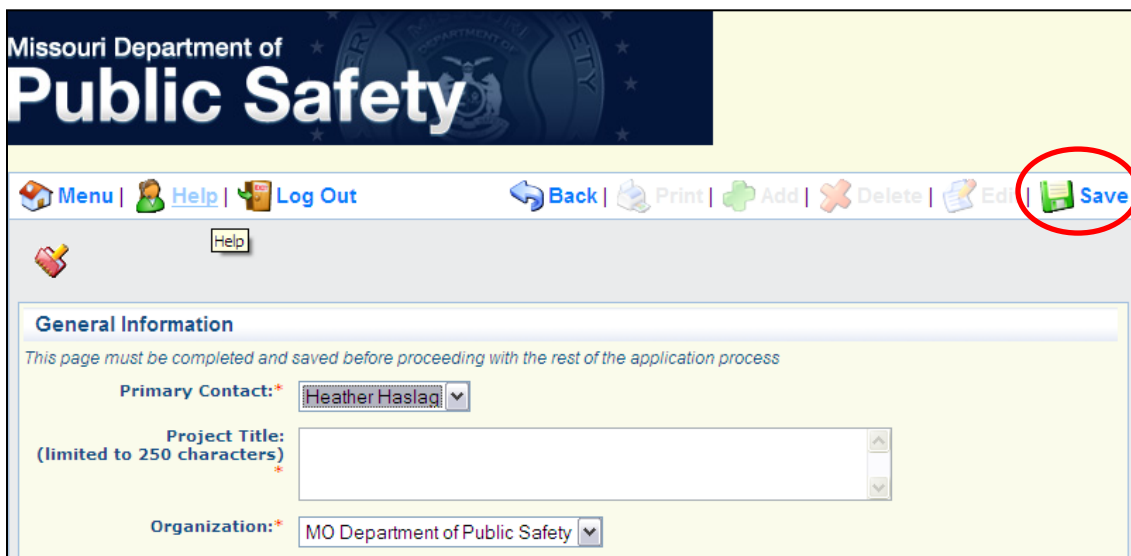
Funding Opportunities

Current Applications
Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
No existing applications		

Opportunity Details | Copy Existing Application | **Start a New Application**

- D. The first component of the application is the **'General Information'** form. This form is standard for all funding opportunities and must be completed before an application can be initiated. Click the green **'Save'** button when completed. You can always return to edit this form if needed.



Missouri Department of Public Safety

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Help

General Information
This page must be completed and saved before proceeding with the rest of the application process

Primary Contact:* Heather Haslaq

Project Title:
(limited to 250 characters)*

Organization:* MO Department of Public Safety

- E. Once the 'General Information' form is saved, you will be returned to the read only view of that form. Click "Edit" to make changes to this form or click "Go to Application Forms" to be returned to the Application component screen.

Missouri Department of
Public Safety

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Application

2011 JAG

Project Title: Pre-Bid Test Application
Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)
Proposal Deadline: 02/25/2011

Instructions

To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

General Information

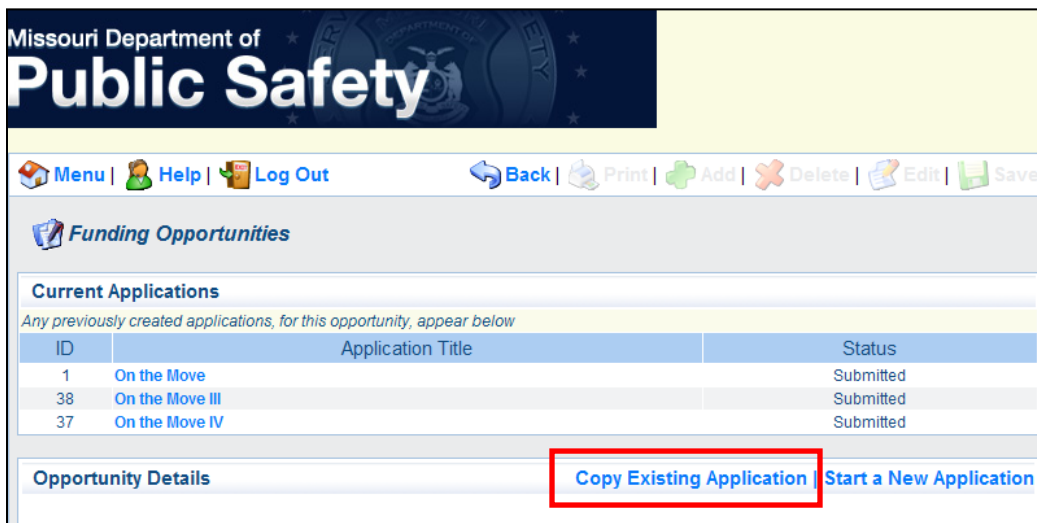
System ID: 5
Project Title: Pre-Bid Test Application
Primary Contact: Tester Tester
Organization: BaseLine Organization

[Go to Application Forms](#)

3. Copy an Existing Application

- A. On the Main Menu, click the 'Funding Opportunities' link.
- B. Select the funding opportunity from the 'Opportunity Title' column.
- C. To copy a previously created application for the selected Funding Opportunity, click 'Copy Existing Application'. This option will copy all information saved in the previously created application forms.

Note: This option will only be available if there are previously created applications for a particular funding opportunity. Users cannot copy an application from one funding opportunity to another.



- D. Select the application you wish to copy by clicking the radio button in the 'Copy' column. Click 'Save' when completed.



- E. You will be returned to the application components screen for the copied application. Each form will contain data but will need to be reviewed and marked as complete before it may be submitted.

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Public Safety

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Application

SSVF I

Project Title: Carol's Test

Program Area: State Services to Victims Fund (SSVF)

Proposal Deadline:

Instructions

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms		Preview Submit
Form Name	Complete?	Last Edited
General Information	✓	01/08/2011
Contact Information		01/08/2011
Project Summary		01/08/2011
History of the Agency		01/08/2011
Statement of the Problem		01/08/2011
Type of Program		01/08/2011
Proposed Service Area		01/08/2011

4. Complete an Application

- A. Continue from the previous instructions or on the Main Menu, click **'My Applications'** and select the appropriate application
- B. This screen will outline each form that must be completed in order to submit an application to the Department of Public Safety.

Note: *The application forms will vary amongst the grant programs and funding opportunities. The screen shot provided below is just an example.*

Form Name	Complete?	Last Edited
General Information	✓	12/14/2010
Contact Information		
Project Summary		
Budget		
Brief History of Project Agency		
Statement of the Problem		
Goals and Objectives		
Type of Program		
Proposed Service Area		
Project Implementation		
Supplanting		
Community Impact		
Cost Assumption		
Evaluation Procedure		
Report of Success		
Certification of Local Match		
Audit Requirements		
Required Attachments		
Other Attachments		
Certified Assurances		

This header box will display on each screen of your application as a reminder of the project title, grant program, and application deadline.

The **'Complete'** column will track your progress of completing each application form. Each form must be marked complete before the application can be submitted.

Note: *Application forms which have been marked "Complete" may still be edited at any time until the application is submitted. Once the application is submitted, it is locked.*

The **'Last Edited'** column will track your changes while completing each application form. Even if you have marked a form complete, you may still reopen and edit the form until the time the application is submitted. If you reopen and edit a form, the Last Edited column will update accordingly.

- C. To open an application form, click on the document link in the 'Form Name' column.

Missouri Department of Public Safety

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Application

JAG

Project Title: Solicitation screen shots
 Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)
 Proposal Deadline: 02/25/2011

Instructions
 Refer to the JAG Grant Solicitation for program-specific guidelines and instructions.

Application Forms [Preview](#) | [Submit](#)

Form Name	Complete?	Last Edited
General Information	✓	12/14/2010
Contact Information		
Project Summary		
Budget		

- D. To complete an application form, click the blue 'Edit' button, the green 'Add' button, or just begin typing. Each component is a little different depending on the type of form.

Missouri Department of Public Safety

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Application

JAG

Project Title: Solicitation screen shots
 Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)
 Proposal Deadline: 02/25/2011

Instructions
 Complete all required fields as indicated. Refer to the JAG Grant Solicitation for additional guidelines and instructions pertaining to this form.
 This form cannot be saved until all required fields are completed so be sure to have all requested information readily available.
 Exceptions to the requirements for Authorized Official and Project Director are St. Louis City and Kansas City.

Contact Information [Mark as Complete](#) | [Go to Application Forms](#)

Authorized Official
 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, State Department Director).

Name:*
 Title First Name Last Name

- E. When the entire form is completed, click the green 'Save' button.

Missouri Department of Public Safety

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Application

JAG

Project Title: Solicitation screen shots
Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)
Proposal Deadline: 02/25/2011

Instructions
Complete all required fields as indicated. Refer to the [JAG Grant Solicitation](#) for additional guidelines and instructions pertaining to this form.
This form cannot be saved until all required fields are completed so be sure to have all requested information readily available.
Exceptions to the requirements for Authorized Official and Project Director are St. Louis City and Kansas City.

Contact Information

Authorized Official
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, State Department Director).

Name:*
Title First Name Last Name

- F. If you do not complete all required fields, you will receive a message from WebGrants.

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Application

JAG

Project Title: Solicitation screen shots
Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)
Proposal Deadline: 02/25/2011

Instructions
Complete all required fields as indicated. Refer to the [JAG Grant Solicitation](#) for additional guidelines and instructions pertaining to this form.
This form cannot be saved until all required fields are completed so be sure to have all requested information readily available.
Exceptions to the requirements for Authorized Official and Project Director are St. Louis City and Kansas City.

Contact Information

Authorized Official
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, State Department Director).

Name:*
Title First Name Last Name

Message from webpage

⚠ Please complete all required fields.

OK

Note: When you click 'OK' to the message dialog box, the blinking cursor will return to the field that was not completed to aid in distinguishing which question was skipped.

G. Once the form is saved and reviewed for accuracy, click **'Mark as Complete'**.

Missouri Department of
Public Safety

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Application

JAG

Project Title: Solicitation screen shots
Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)
Proposal Deadline: 02/25/2011

Instructions
Complete all required fields as indicated. Refer to the [JAG Grant Solicitation](#) for additional guidelines and instructions pertaining to this form.
This form cannot be saved until all required fields are completed so be sure to have all requested information readily available.
Exceptions to the requirements for Authorized Official and Project Director are St. Louis City and Kansas City.

Contact Information [Mark as Complete](#) | [Go to Application Forms](#)

Authorized Official
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, State Department Director).

Name:*
Title First Name Last Name

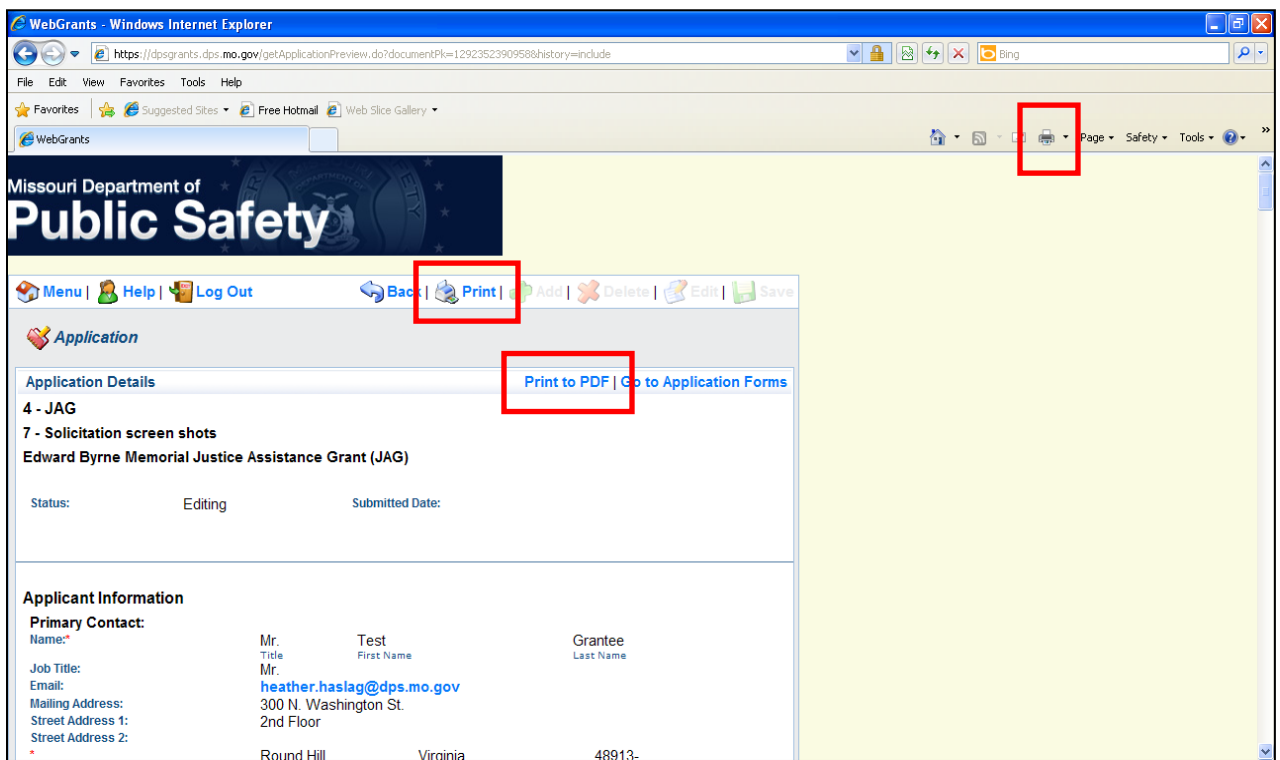
This command will return you to the application component screen.

5. Preview an Application

- A. Continue from the previous instructions or on the Main Menu, click **'My Applications'** and select the appropriate application
- B. While on the Application Forms screen, the **'Preview'** command will display a print preview copy of your application.



- C. Click the **'Print'** icon in the WebGrants toolbar, the **'Print to PDF'** command in the screen toolbar, or the **Browser's Print** icon to obtain a print preview format of your application.



D. Click the 'Go to Application Forms' command to return to the previous Application Forms screen.

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Application

Application Details [Print to PDF](#) [Go to Application Forms](#)

4 - JAG

7 - Solicitation screen shots

Edward Byrne Memorial Justice Assistance Grant (JAG)

Status: Editing Submitted Date:

Applicant Information

Primary Contact:

Name:	Mr.	Test	Grantee
	Title	First Name	Last Name
Job Title:	Mr.		
Email:	heather.haslag@dps.mo.gov		
Mailing Address:	300 N. Washington St.		
Street Address 1:	2nd Floor		
Street Address 2:			
*	Round Hill	Virginia	48913-

6. Submit an Application

- A. Continue from the previous instructions or on the Main Menu, click 'My Applications' and select the appropriate application
- B. If all information is correct after previewing all application components, click 'Submit'.

Note: You will NOT be able to make any changes to the application after submitting, unless you contact the Department of Public Safety and request your application be unlocked.

The screenshot shows the Missouri Department of Public Safety application interface. At the top, there is a navigation bar with 'Menu | Help | Log Out' and 'Back | Print | Add | Delete | Edit | Save'. Below this is the 'Application' section for 'JAG'. The project details are: Project Title: Solicitation screen shots, Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG), and Proposal Deadline: 02/25/2011. There is an 'Instructions' section with a link to the JAG Grant Solicitation. Below that is an 'Application Forms' table with columns for Form Name, Complete?, and Last Edited. The 'Submit' button is circled in red.

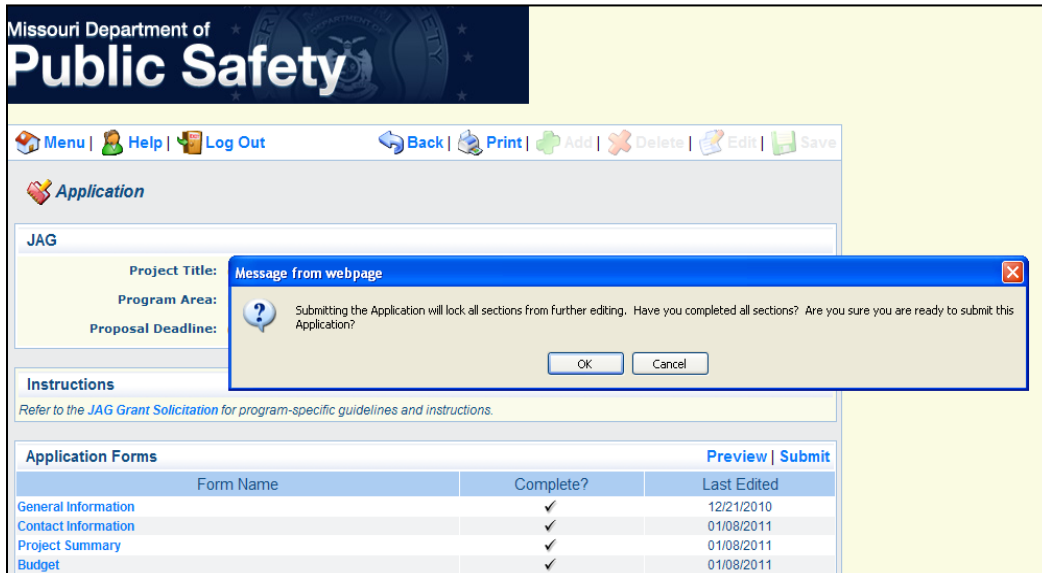
Application Forms	Form Name	Complete?	Last Edited
General Information		✓	12/14/2010
Contact Information			
Project Summary			
Budget			

- C. If any of the application components are **not** marked complete, you will receive a message from WebGrants stating: "In order to submit your Application for review, please complete all the REQUIRED information in the Application component sections and mark each component as complete by clicking on the link "Mark as Complete".
- D. Click 'OK' and complete the application process.

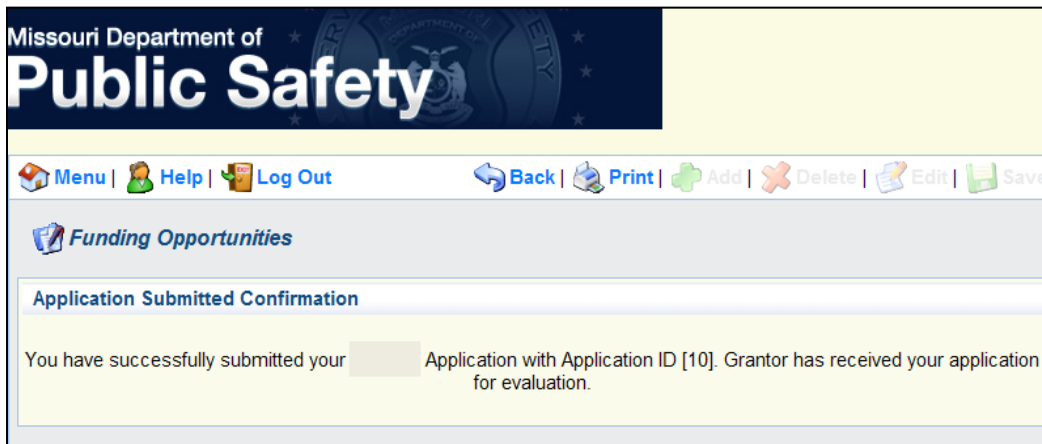
The screenshot shows the Missouri Department of Public Safety application interface with a warning message overlay. The message reads: "In order to submit your Application for review, please complete all the REQUIRED information in the Application component sections and mark each component as complete by clicking on the link 'Mark as Complete'." The 'Submit' button is circled in red.

Application Forms	Form Name	Complete?	Last Edited
General Information		✓	12/14/2010
Contact Information			
Project Summary			
Budget			

- E. **If all application components are marked complete**, you will receive a message from WebGrants stating *“Submitting the Application will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit the Application?”*
- F. Click ‘OK’ to continue submitting the application. Click ‘Cancel’ to return to the application components.



- G. When the application is submitted, WebGrants will display a confirmation screen.



- H. The individual listed as the Primary Contact on the ‘General Information’ form will also receive a confirmation email.

D. My Applications

This component of WebGrants displays all previously started and/or submitted applications by your organization.

- A. On the Main Menu, click the 'My Applications' link.



- B. The initial screen will display applications with the status Editing, Submitted, Correcting, Under Review, and Approved. To view an application, click on the application in the 'Project Title' column.

The screenshot shows the Missouri Department of Public Safety WebGrants Applications screen. The table displays a list of applications with columns for Status, Stage, ID, Project Title, Funding Opportunity, Program Area, and Deadline. The 'Project Title' column is highlighted with a red box.

Current Applications				Archived Applications		
Status	Stage	ID	Project Title	Funding Opportunity	Program Area	Deadline
Editing	Final Application	3	1 Vicky - JABG	2 - 2011 JABG Grant Program	Juvenile Accountability Block Grant (JABG)	06/01/2011
Submitted	Final Application	3	Carol's Test	48 - SSVF III	State Services to Victims Fund (SSVF)	Not Applicable
Editing	Final Application	9	COMET	4 - JAG	Edward Byrne Memorial Justice Assistance Grant (JAG)	02/25/2011
Submitted	Final Application	0	COMET	4 - JAG	Edward Byrne Memorial Justice Assistance Grant (JAG)	02/25/2011
Submitted	Final Application	5	COMET-Heather's	4 - JAG	Edward Byrne Memorial Justice Assistance Grant (JAG)	02/25/2011
Editing	Final Application	7	Computer Forensics Unit	16 - MJCCG	Multi-Jurisdictional Cyber Crime Grant (MJCCG)	04/15/2011
Editing	Final Application	0	Counseling	29 - VOCA I	Victims of Crime Act (VOCA)	Not Applicable
Editing	Final Application	1	Crime Lab Upgrade	18 - MCLUP	Missouri Crime Laboratory Upgrade Program (MCLUP)	04/15/2011

- C. To view applications with a status of “Withdrawn” or applications that have been archived because they were not submitted before the funding opportunity closed, click on the ‘Archived Applications’ link.

Missouri Department of Public Safety

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Applications

Current Applications **Archived Applications**

Status	Stage	ID	Project Title	Funding Opportunity	Program Area	Deadline
Editing	Final Application	3	1 Vicky - JABG	2 - 2011 JABG Grant Program	Juvenile Accountability Block Grant (JABG)	06/01/2011
Submitted	Final Application	53	Carol's Test	48 - SSVF III	State Services to Victims Fund (SSVF)	Not Applicable
Editing	Final Application	9	COMET	4 - JAG	Edward Byrne Memorial Justice Assistance Grant (JAG)	02/25/2011
Submitted	Final Application	10	COMET	4 - JAG	Edward Byrne Memorial Justice Assistance Grant (JAG)	02/25/2011
Submitted	Final Application	5	COMET-Heather's	4 - JAG	Edward Byrne Memorial Justice Assistance Grant (JAG)	02/25/2011
Editing	Final Application	17	Computer Forensics Unit	16 - MJCCG	Multi-Jurisdictional Cyber Crime Grant (MJCCG)	04/15/2011
Editing	Final Application	30	Counseling	29 - VOCA I	Victims of Crime Act (VOCA)	Not Applicable
Editing	Final Application	21	Crime Lab Upgrade	18 - MCLUP	Missouri Crime Laboratory Upgrade Program (MCLUP)	04/15/2011

- D. To return to the prior screen, click the ‘Current Applications’ link or click the ‘Main Menu’ button to return to the main menu screen.

Missouri Department of Public Safety

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Applications

Archived Applications **Current Applications**

ID	Project Title	Funding Opportunity	Status
13	On the Move	12-SSVF II	Editing