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LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG) PROGRAM 2016 LOCAL SOLICITATION

CFDA #16.738

Contract Period:

January 1, 2016 to June 30, 2016

WebGrants Deadlines:

Applications must be submitted no later than 5:00 p.m. on September 4, 2015

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

Contact Information:

For assistance with the requirements of this solicitation or for technical assistance with submitting an application, contact one of the following staff:

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LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG) PROGRAM

TABLE OF CONTENTS

GENERAL PROGRAM GUIDELINES	3
I. Overview	3
II. Funding Allocation	3
III. Eligible Applicants	3
IV. Ineligible Applicants	5
V. Eligible Cost Items	5
VI. Ineligible Activities and Cost Items	8
VII. Contract Period	8
VIII. Local Match Requirement.....	9
IX. Supplanting	9
APPLICATION INSTRUCTIONS	10
I. How to Apply.....	10
II. Application Forms	14
Form #1: General Information	14
Form #2: Contact Information	14
Form #3: Project Summary	19
Form #4: Budget.....	20
Form #5: Brief History of the Project Agency	23
Form #6: Statement of the Problem	24
Form #7: Community Impact	25
Form #8: Audit Requirements.....	25
Form #9: Other Attachments	26
Form #10: Certified Assurances	27
III. Submitting an Application.....	27
POST-APPLICATION INSTRUCTIONS	29
I. Application Review.....	29
II. Funding Notification.....	29
PROGRAM-SPECIFIC GRANT GUIDELINES	30
I. DPS Financial and Administrative Guide	30
II. Tracking of Funds	30
III. Change in Personnel.....	30
A. My Profile	30
B. Contact Information form	31
IV. Reporting Requirement – Status Report.....	31
V. Contract Adjustment – Budget Revision	32
VI. Monitoring	32
APPENDIX A – List of Ineligible Applicants	34
APPENDIX B – Award of Contract Form	35
APPENDIX C – Change of Information Form	36
APPENDIX D – Inventory Listing Form	37

GENERAL PROGRAM GUIDELINES

I. OVERVIEW:

Prior to FY 2005, there existed two separate federal grant programs for the purpose of assisting law enforcement and improving public safety. These two programs were known as the Edward J. Byrne Formula (Byrne) Grant and the Local Law Enforcement Block Grant (LLEBG).

Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program blended the previous Edward J. Byrne Formula (Byrne) Grant and Local Law Enforcement Block Grant (LLEBG) Programs in FY 2005 per Public Law 109-162, Sec. 1111 to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

The JAG Program is authorized by the 42 U.S.C. § 3751(a) and is administered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). The Missouri Department of Public Safety (DPS) is the governor appointed State Administering Agency (SAA) of the grant funds, and for simplicity purposes, has continued to administer contracts under the purpose area of the Local Law Enforcement Block Grant (LLEBG) for the purchase of basic, everyday law enforcement equipment.

II. FUNDING ALLOCATION:

The Bureau of Justice Statistics (BJS) calculates, for each state and territory, a minimum base allocation which, based on the statutory JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60% of the allocation is awarded to the state and 40% to eligible units of local government within the state.

The formula calculates direct allocations within the state. Local governments that are entitled to at least \$10,000 awards may apply directly to BJA for local JAG funds. Therefore, local governments that qualified for a direct JAG award from BJA for FY 2015 are hereby ineligible to apply to DPS for the 2016 LLEBG funding opportunity.

Funding for the LLEBG Program is derived from the federal JAG Program and utilizes the less than \$10,000 share portion awarded to the Missouri Department of Public Safety.

In addition, states have a variable percentage of the allocation that is required to "pass-through" to units of local government. This amount, also calculated by BJS, is based on each state's crime expenditures.

III. ELIGIBLE APPLICANTS:

Any unit of state or local government within Missouri may apply for LLEBG funds from the state for its law enforcement agency so long as it is not also eligible for a direct local JAG award from BJA. Units of local government may not receive direct FY 2015 JAG awards from the federal government and 2016 LLEBG/JAG awards from the state. Refer to Appendix A – "List of Ineligible Applicants" for a complete list of FY 2015 local JAG recipients.

The "applicant agency" for a LLEBG project must be its respective unit of government. The "project agency" for a LLEBG project is then the respective law enforcement department.

To be eligible for state funds (or federal pass-thru funds), the applicant/project agency must be in compliance with the following state statutes¹, where such apply to the applicant:

☐ **Section 43.505 RSMo – Uniform Crime Reports (UCRs)**

Pursuant to 43.505.3 RSMo, every law enforcement agency in the state shall (1) submit crime incident reports to the department of public safety on forms or in the format prescribed by the department; and (2) submit any other crime incident information which may be required by the department of public safety.

NOTE: It is the responsibility of the applicant to check the status and submission of such reports with the Missouri State Highway Patrol (MSHP) prior to submitting an application. Failure to submit and/or unresolved issues with 3 or more months of UCR Reports will result in the automatic denial of the application. A copy of such reports shall not be submitted with the application.

☐ **Section 590.650 RSMo –Racial Profiling Report**

Pursuant to 590.650.3 RSMo, (1) every law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and (2) each law enforcement agency shall submit the report to the attorney general no later than March first of the following calendar year.

NOTE: It is the responsibility of the applicant to verify the submission of this report with the Attorney General's Office prior to submitting an application. Failure to submit the 2014 Racial Profiling Report will result in the automatic denial of the application. A copy of such report shall not be submitted with the application.

☐ **Section 513.653 RSMo –Federal Forfeiture Report**

Pursuant to 513.653.1 RSMo, law enforcement agencies involved in using the federal forfeiture system under federal law shall file a report regarding federal seizures and the proceeds therefrom. Such report shall be filed annually by January thirty-first for the previous calendar year with the department of public safety and the state auditor's office.

NOTE: The form is available at <http://dps.mo.gov/dir/federal-forfeiture-reporting.php>. It is the responsibility of the applicant to verify the submission of this report prior to submitting an application. Failure to submit a 2014 Federal Forfeiture Report will result in the automatic denial of the application. A copy of such report shall not be submitted with the application.

☐ **Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations**

Pursuant to 590.700.4 RSMo, each law enforcement agency shall 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 this section.

NOTE: It is the responsibility of the applicant to ensure the prescribed written policy is in place prior to submitting an application. A copy of such policy shall not be submitted with the application.

¹ The summaries provided above are reflective of language as of the time of solicitation posting. If changes occur with the state laws, applicants and grantees are required to abide by the respective changes.

- **Section 577.005 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses**
Pursuant to 577.005.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository as required by [Section 43.503 RSMo](#) and shall certify adoption of such policy when applying for any grants administered by the department of public safety.

NOTE: It is the responsibility of the applicant to ensure the prescribed written policy is in place prior to submitting an application. A copy of such policy shall not be submitted with the application.

IV. INELIGIBLE APPLICANTS:

Non-profit and for-profit organizations are ineligible for LLEBG funds from the Missouri Department of Public Safety.

In addition, units of local government may not receive a direct FY 2015 JAG award from the federal government and a 2016 LLEBG/JAG award from the state. Refer to Appendix A – “List of Ineligible Applicants” for a complete list of FY 2015 local JAG recipients.

V. ELIGIBLE COST ITEMS:

The goal of the program is to make funds available for the purchase of basic law enforcement equipment that will enable law enforcement agencies to reduce crime and improve public safety.

Priority funding will be granted to those applicants requesting items directly tied to officer safety! Details must be provided within the application to describe such ties to officer safety; assumptions will not be made by the peer review panel in the absence of such justification.

Allowable types of equipment include, but are not limited to, the following:

- **Ballistic Vests, Carriers, Plates**
Agencies seeking funding for ballistic vests are encouraged to seek federal funding through the Bulletproof Vest Program (BVP), to augment the amount of money available for other LLEBG equipment, but will not automatically be denied funding for such items if requested. For more information on the BVP, go to <http://ojp.gov/bvpbasi/>. LLEBG funds may not be used to pay for the portion of a vest (50%) that is not covered by BVP funds.

Per the BJA FAQs dated June 2015, LLEBG/JAG funds may be used to purchase bulletproof vests at any threat level, make or model, and from any distributor so long as the vest has been tested and found to comply with latest applicable National Institute of Justice (NIJ) ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov/>). In addition, vests purchased must be American-made. Information on the latest NIJ standards can be found at: <http://www.nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

Per the BJA FAQs dated June 2015, recipients of funding for bulletproof vests are required to have a written “mandatory wear” policy in effect. Per BJA, there are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. Recipients of funding for bulletproof vests must supply the State Administering Agency (Missouri Department of Public Safety) with a copy of such policy at the time of acceptance of the award. It is not necessary to supply a copy at the time of application.

Body Cameras

Agencies seeking funding for body-worn cameras (BWCs) should, as a best practice, have policies and procedures in place related to equipment usage, data storage, victims, access, disclosure, training, etc. Officers, prosecutors, defenders, victims and privacy advocates, and community groups should be consulted early in the BWC policy development process to guide and inform policy and procurement decisions. BJA released the BWC Toolkit (<https://www.bja.gov/bwc/>) to share model BWC policies, resources, and best practices to assist departments in implementing BWC programs.

LLEBG funds may not be used as matching funds for any BWC programs that may exist at the federal or state level.

Flashlights

Gun Racks/Locks

In-Car Cameras

Light Bars/Warning Lights/Directional Sticks

Mobile Data Terminals (MDTs)

Agencies seeking funding for mobile data terminals should research the type of computer being requested. The Missouri Department of Public Safety is aware that non-ruggedized laptops and tablets are typically not durable enough for road patrol purposes and therefore not the best use of federal monies. Agencies seeking funding for non-ruggedized laptops are generally referred to the Department of Defense (DoD) 1033 Excess Property Program.

Police Cruisers

LLEBG/JAG funds may be used to purchase police cruisers (marked or unmarked).

For purposes of this grant program, a police cruiser is defined as a vehicle used in the ordinary course for performing patrolling duties. Depending on the jurisdiction, a police cruiser could include sedans, sport utility vehicles (SUVs), motorcycles, segways, etc.

As long as the mode of transportation does not require licensing or registration with the Missouri Department of Revenue/Motor Vehicles, controlled expenditure request is not required to use LLEBG/JAG funds for the purchase of Segways, ATVs, and golf carts.

NEW! Due to additional restrictions as a result of [Executive Order 13688 on Federal Support for Local Law Enforcement Equipment Acquisition](#), the purchase of any other police vehicle (e.g. pick-up trucks, passenger vans, command centers, etc) will not be permitted.

Protective Clothing/Gloves

Radios (Portables, Mobiles, Repeaters, and Base Stations)

Digital mobile radios compliant with APCO Project 25 (P25) specifications embody certain fundamental advantages, including interoperability. The term interoperability refers to radio equipment in compliance with P25 specifications, regardless of the manufacturer, that allow users to be "interoperable" with each other.

Agencies that seek radios for the Missouri Statewide Interoperability Network (MOSWIN) should be aware that multi-band radios (VHF and 700/800 MHz) are the best opportunity for local agencies to harness the coverage and capacity being implemented by the State in the MOSWIN. If the purpose of the grant application is to acquire radios for use on the MOSWIN, future MOSWIN sites may be built out in 700 MHz. System users must have a dual-band (VHF/700 MHz) mobile radio, installed to the manufacturer's recommended specifications, to obtain optimum benefit from system enhancement.

Applicant agencies applying for mobile radios must ensure that the model being requested is P25 compliant and can operate in the P25 trunked mode at the time of purchase. (Essentially the mobile radio must be a MOSWIN certified radio.) Funds will not be permitted for mobile radio models which do not meet these standards.

Refer to the "Radio Interoperability Guidelines" available at <http://dps.mo.gov/dir/programs/cjle/llebg.php> for a list of mobile radios certified as meeting the P25 standard by the Department of Homeland Security and certified to operate on the MOSWIN by the manufacturer.

Applicants that can access the MOSWIN with a MOSWIN certified mobile radio can purchase non-P25 base stations, repeaters, or portable radios.

MOSWIN is designed to provide 95% coverage for a properly installed mobile radio. Portable radio coverage varies greatly based on a number of variables. The use of an in-car repeater system is recommended if the requested portable is intended to support mission critical communications.

Regardless of the type of request for radios, applicants requesting funding for radios or radio-related equipment must articulate in the "Budget – Equipment Justification" section of the application how they would access the MOSWIN via a trunked P25 mobile radio or how they plan on utilizing the equipment requested to access the MOSWIN. In addition, applicants must acknowledge whether the request is for:

1. Single band radios (mobile/portable) that will not operate on MOSWIN with the applicant demonstrating their ability to operate on MOSWIN utilizing other radios, or;
2. Single band VHF High Band radios (mobile/portable) that will operate on MOSWIN, or;
3. Multi-Band Radios that will operate on the MOSWIN network with the ability to access VHF High Band (150 MHz) and 700/800 MHz spectrum within the MOSWIN network.

- Reflective Vests/Raincoats
- Road Flares/Cones
- Security Devices: Handcuffs, Leg Irons
- Siren Boxes & Speakers
- Surveillance Systems for Jails
- Trauma Kits
- Vehicle Cages/Partitions/Seats

The shipping, programming, and installation cost associated with any eligible item is also an allowable cost item. Such costs may be combined with the unit cost of the item being requested, but if such costs are relative to multiple items within the budget, it is recommended the cost(s) be itemized within the *Budget* application form so that it isn't tied to just one of the cost items.

Applicants should contact a vendor(s) to obtain accurate and competitive pricing for equipment items rather than relying on catalog prices. Often, vendors will offer reduced pricing or a discount for sales over a certain dollar amount. Vendors can also provide shipping and/or installation costs associated with the sale, but more importantly, recipients of funding must comply with local and/or state procurement guidelines, where applicable and whichever is more restrictive, as outlined within the "DPS Financial and Administrative Guide", which can be found at: <http://dps.mo.gov/dir/programs/cjle/llebg.php>.

NOTE: To augment the amount of money available for other LLEBG equipment, applicants are encouraged to research options through the Department of Defense (DoD) 1033 Excess Property Program. When DoD declares such items as vehicles, household or office furniture, IT equipment, hardware, etc. as excess to their needs, the property is turned in and reissued (generally at no cost) to other federal, state, and local law enforcement agencies to assist in their arrest and apprehension mission. The Department of Public Safety is the elected administering agency for the DoD 1033 Program in Missouri. For more information, call (573) 526-1930 or go to <http://www.dps.mo.gov/dir/programs/cjle/dod.ph>.

VI. INELIGIBLE ACTIVITIES AND COST ITEMS:

Ineligible activities and cost items include, but are not necessarily limited to, the following:

- Aircraft and Unmanned Aircraft (with the exception of police helicopters)
- Breaching Apparatus (battering ram or similar entry device)
- Breathalyzers and PBTs
- Canines and Canine Related Expenses
- Finance Fees for delinquent payments
- Less-Than-Lethal Weapons
- Office Equipment (e.g. desktop computers, scanners, copiers, printers)
- Office Furniture (e.g. file cabinets, desks, chairs)
- Military-Type Equipment
- Push Bumpers
- Radar Guns/Radar Trailers
- Range Simulation Equipment
- Real Estate
- NEW!** Riot Helmets, Shields, and Batons
- Segway, ATV, and Golf Carts (non-police patrol)
- Software
- Spikes/Stop Sticks
- Tasers
- Vehicles (with the exception of police cruisers)
- Vessels (with the exception of police boats)
- Weapons and Ammunition

VII. CONTRACT PERIOD:

The 2016 LLEBG contract period for approved projects is January 1, 2016 through June 30, 2016. Requests for extensions to this contract period are not allowed.

All funds must be obligated within this contract period. Funds are considered “obligated” when a legal liability to pay a determinable sum(s) for services is incurred, which will require payment during the same or future period.

Funds which have been properly obligated must then be expended within 60 days following the contract period end date. Funds are considered “expended” when payment is made.

Any funds not properly obligated or properly expended will lapse and revert back to the Missouri Department of Public Safety. Refer to the “DPS Financial and Administrative Guide”, which can be found at: <http://dps.mo.gov/dir/programs/cjle/llebg.php>, for further clarification.

VIII. LOCAL MATCH REQUIREMENT:

There is no local match requirement on the 2016 LLEBG funding opportunity.

IX. SUPPLANTING:

Supplanting is defined as taking the place of or replacing with something else. Supplanting, or shifting money to avoid the issue of supplanting, is strictly prohibited.

Although supplanting is prohibited, the leveraging of federal funding is encouraged. For example, an applicant may utilize LLEBG/JAG and local monies to fund different portions of a radio upgrade projects. In instances where leveraging occurs, all federal grant funds must be tracked and reported separately and may not be used to fund the same line items. Additionally, federal funds cannot be used as match for other federal awards.

EXAMPLE 1: City A has been approved by its City Council for a police equipment budget of \$20,000 to include the purchase of radios for the police department in order to comply with interoperability guidelines issued by the state. Upon notice of available LLEBG funding, City A submits a grant application for radios at a cost of \$10,000. If awarded, City A intends to use the \$10,000 of local funds instead for maintenance costs at the city park. In this example, supplanting is taking place because the City has demonstrated that they will shift funds from the police department to their park. The police department will only benefit from \$10,000 of the \$20,000 in local equipment funds.

EXAMPLE 2: City B has been approved by its City Council for a police equipment budget of \$20,000 to include the purchase of radios for the police department in order to comply with interoperability guidelines issued by the state. Upon notice of available LLEBG fund, City A submits a grant application for radios at a cost of \$10,000. If awarded, City A intends to use the \$10,000 of local funds instead to purchase new desktop computers for the officers. In this example, supplanting is not taking place because the City intends to keep the local funds originally intended for the police department in the police department for items that may not be eligible from the LLEBG grant. The police department will still benefit from the full \$20,000 in local equipment funds.

APPLICATION INSTRUCTIONS

I. HOW TO APPLY:

Applications for LLEBG funding must be submitted online via the new Missouri Department of Public Safety WebGrants System at <https://dpsgrants.dps.mo.gov>. WebGrants is a web-based computer application that will support the application and administration of grants available from the Missouri Department of Public Safety, Office of the Director.

New Organizations

If your organization has not yet registered with the WebGrants system:

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

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Obtaining a DUNS number is a free, one-time activity. Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit www.dunandbradstreet.com.

The DUNS number should be that of the applicant agency (state or local unit of government), but if the applicant agency does not have a DUNS number for the state, county, city, or university, the project agency (e.g. police department) DUNS number will be accepted.

2. Click the “Register Here” link on the login page

Personal Information

The Personal Information section should contain work-related information for the individual registering in WebGrants.

- **Name:** provide your proper salutation title (Mr., Ms., Colonel, Chief, Sheriff, Lt., Sgt., Deputy, Officer, etc) and first and last name
- **Job Title:** provide your job title
- **Email:** provide an email address that will be checked regularly as WebGrants will send scheduled alerts pertaining to the application and grant processes.
NOTE: The emails will be sent from dpswebgrants@dps.mo.gov so ensure this email address is added to your Contact List or selected as a safe sender to avoid the emails being filtered as junk or spam.
- **Mailing Address:** provide your agency’s mailing address (excluding the city, state, and zip code). If your agency has a PO Box, that information should be listed here. If your agency does not have a PO Box, then the street address should be listed here.
- **Street Address 1:** provide your agency’s physical street address where applicable and different than the mailing address provided above. Do not repeat the Mailing Address!
- **Street Address 2:** provide additional information where applicable. Do not repeat the Mailing Address or Street Address 1 information!
- **City/State/Zip:** provide your agency’s mail address city, state, and zip code
- **Phone/Extension:** provide a daytime telephone number and an extension, where applicable. If your telephone number is a direct line, leave the extension field blank.
- **Fax:** provide a fax number

Organization Information

The Organization Information section should contain information pertaining to the applicant agency (unit of state or local government).

- **Applicant Agency:** provide your unit of state or local government followed by a comma and the project agency. For example:
 - Cole County Sheriff's Office would enter "Cole County, Sheriff's Office"
 - Jefferson City Police Department would enter "Jefferson City, Police Department"
 - Lincoln University Department of Public Safety would enter "Lincoln University, Department of Public Safety"
- **Organization Type:** select "Government". If your organization is not a government organization, refer to the "General Program Guidelines-Eligible Applicants" section of the solicitation for more information.
- **Federal Tax ID #:** provide the 9-digit FEIN # of your unit of state or local government
- **DUNS #:** provide the 9-digit DUNS number of your unit of state or local government
- **CCR Code:** this field is not required; may leave blank
- **Organization Website:** provide the website of your unit of state or local government, where available. This field is not required; may leave blank.
- **Mailing Address:** provide the mailing address of your unit of state or local government. If your unit of government has a PO Box, that information should be listed here. If your unit of government does not have a PO Box, then the street address should be listed here.
- **Street Address 1:** provide the physical street address where applicable and different than the mailing address provided above for your unit of state or local government. Do not repeat the Mailing Address!
- **Street Address 2:** provide additional information where applicable. Do not repeat the Mailing Address or Street Address 1 information!
- **City/State/Zip/+4:** provide the city, state, zip code, +4 zip code extension of your unit of government
- **County:** select the county in which your unit of state or local government is located
- **Congressional District:** select the congressional district in which your unit of state or local government is located
- **Phone/Extension:** provide a daytime telephone number and an extension, where applicable, for your unit of state or local government. If the telephone number is a direct line, leave the extension field blank.
- **Fax:** provide a fax number of the unit of state or local government

Once the above fields are completed, click the "Register" link. A confirmation page will be displayed and the registrant will receive a confirmation email to the email address provided under the Personal Information section of the registration form.

Once the registration is submitted, notification will be sent to the Missouri Department of Public Safety to approve the new user. The registrant will receive another email when the Missouri Department of Public Safety approves or disapproves the registration. If your registration is approved, your User ID and Password are active and you may log into the system. If your registration is disapproved, the email will contain the reason.

Once your registration is approved, you may add additional users from your organization to view application and/or contract information. To add registered users, log into WebGrants, click 'My Profile' from the Main Menu, select the applicable Associated Organization name, click 'Add' under the

Registered Users section, and complete all the required fields on the form. Users which are added by an approved registered user will not be subject to approval by the Missouri Department of Public Safety.

NOTE: Only new organizations should complete the registration form on the login page. Returning organizations should not complete this form as it will re-register the existing organization. If you have forgotten your login information, do not re-register in order to get a new login. It will only create duplicate and unnecessary records in the system database and may not allow the user to see all appropriate grant records. If you are unsure if your organization has an existing profile, contact a staff member of the Missouri Department of Public Safety as listed on the cover page of this solicitation.

❑ **Returning Organizations**

If your organization has already registered with the WebGrants system, login with the UserID and Password previously provided to you during the registration process. If you have misplaced or forgotten your login information, contact a staff member of the Missouri Department of Public Safety as listed on the cover page of this solicitation. Complete the following steps before you start your application:

1. Verify your Work Information

Under the 'My Profile' module of WebGrants, review all work-related information provided. Click 'Edit' where necessary to update or correct any of your work information.

2. Verify your Organization Information

Under the 'My Profile' module of WebGrants, click on your Associated Organization's name and review all information provided for your applicant agency. Click 'Edit' where necessary to update or correct any organization information.

NOTE: DO NOT change the entry of your organization name as it has been entered in such a manner to distinguish your project from other projects by the same applicant agency.

3. Verify the Registered Users Associated with your Organization

Under the 'My Profile' module, click on your Associated Organization's name and review the registered users associated with your organization. If it is necessary to update or correct any information provided for a user, be sure to make those changes.

If it is necessary to add additional registered users from your organization, click 'Add' under the 'Registered Users' table. Additional users added by an already registered user are not subject to approval by the Missouri Department of Public Safety.

NOTE: As users are added to WebGrants, they are not automatically associated as a contact to your organization's grant(s). Therefore, if you have an open grant(s) and want the additional registered user to receive notifications from WebGrants regarding the grant(s), you are required to submit a "Change of Information Form" (Appendix C) to your DPS Internal Contact via the 'Correspondence' component of the grant(s) in WebGrants.

If it is necessary to remove registered users from your organization, please contact a staff member of the Missouri Department of Public Safety as listed on the cover page of this solicitation so the individual can be properly removed from contact lists and deactivated.

NOTE: For security reasons, do not share your UserID and Password with other users. Each individual should maintain his or her own login information. In addition, do not reuse the profile of a previously employed individual as it affects the record keeping within WebGrants for previous grants. Finally, if you have an open grant(s) and need to remove a registered user from WebGrants, you are required to submit a “Change of Information Form” (Appendix C) to your DPS Internal Contact via the ‘Correspondence’ component of the grant(s) in WebGrants.

□ **All Organizations**

Once the above process has been completed, you are ready to start your application. On the Main Menu screen, click the ‘Funding Opportunities’ link and then click the appropriate funding opportunity.

New applicants to the LLEBG funding opportunity must choose ‘Start a New Application’.

Returning applicants to the LLEBG funding opportunity have the option to 1) ‘Copy an Existing Application’ or 2) ‘Start a New Application’. As presumed, copying an existing application will allow the applicant to copy forward information from a previously submitted application, thus reducing time re-entering same or similar information, and starting a new application will allow the applicant to create an application from scratch.

Please keep the following tips and instructions in mind while completing an application:

- ✓ **Only one application will be allowed per applicant agency. The Missouri Department of Public Safety cannot award more than \$9,999.99 to any one unit of state or local government and shall not be responsible for determining which grant application has a higher priority.**
- ✓ **Do not use CAPS when filling out the application forms. The use of CAPS makes it difficult to review the application and creates issues when data is extracted from WebGrants and merged into external documents, reports, etc.**
- ✓ **Each form has required fields indicated by a red asterisk (*). Forms can be saved without completing each required field, but the form cannot be marked complete without completing each required field.**
- ✓ **The LLEBG application consists of 10 forms. Each form must be ‘Marked as Complete’ before the application may be submitted.**

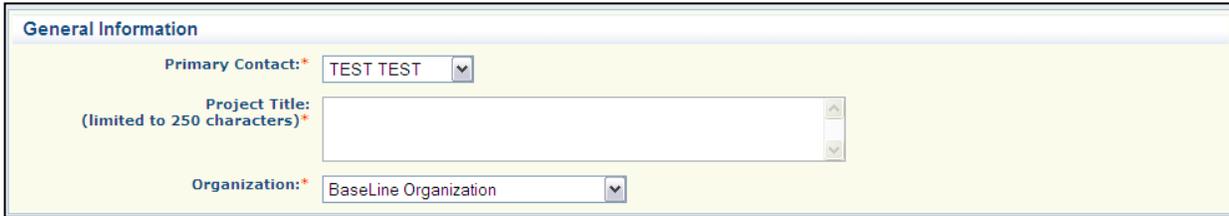
NOTE: A form that has been marked complete is still editable until the application is submitted. A checkmark in the ‘Complete’ column will not prevent you from editing information on the form.

- ✓ **WebGrants is programmed to automatically close the funding opportunity based on the application deadline stated in the solicitation. Late applications will not be accepted for circumstances such as illness, bereavement, internet connection issues, broken scanners, staffing conflicts, emergency responses, etc. Therefore, start early and submit prior to the application deadline!**

II. APPLICATION FORMS:

FORM #1: GENERAL INFORMATION

The purpose of this form is to identify the primary contact, project title, and organization.



The screenshot shows a web form titled "General Information". It has a light yellow background. There are three main input areas: 1. "Primary Contact:*" with a dropdown menu currently showing "TEST TEST". 2. "Project Title: (limited to 250 characters)*" with a large text input field. 3. "Organization:*" with a dropdown menu currently showing "BaseLine Organization".

- **Primary Contact:** this drop-down box will pre-populate with the name of the individual associated with the login information. This individual may be any person associated with the proposed project and will be the general point of contact regarding the written and submitted application.

NOTE: This individual will be the ONLY recipient of emails generated by WebGrants during the application, review, and negotiation (revision) phases so chose carefully.

- **Project Title:** enter a carefully chosen, brief descriptive title for the proposed project.

NOTE: Do not use “Local Law Enforcement Block Grant” or “LLEBG” as your project title – this is the name of the funding opportunity and will be referenced already. Choose a project title that is meaningful to you and your organization.

- **Organization:** this drop-down box will pre-populate based on the organization associated with the selected primary contact person. If an individual is registered in WebGrants and is associated with multiple organizations (e.g. grant writer), the user may see more than one option for this question and will need to select the respective organization.

FORM #2: CONTACT INFORMATION

The purpose of this form is to collect the names and contact information for the individuals that will be responsible for the oversight and administration of the proposed project.

- **Authorized Official:** the individual who has the authority to legally bind the applicant into a contract.
 - 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 college/university, the President shall be the Authorized Official.
 - If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official.

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

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:

City/State/Zip:*
City State Zip

Email:*

Phone:*
Ext.

Fax:*

- ❖ **Name:** enter the Title (e.g. Mr., Ms., Dr.), the First Name, and the Last Name of the proper Authorized Official.
 - ❖ **Job Title:** enter the Job Title (e.g. Presiding Commissioner, County Executive, Mayor, City Administrator, President) of the identified Authorized Official.
 - ❖ **Agency:** enter the Agency name (e.g. Cole County Commissioner’s Office, City of Columbia, Lincoln University) of the identified Authorized Official.
 - ❖ **Mailing Address:** enter the Authorized Official’s mailing address. If the mailing address is a PO Box, enter such information in the field. If the mailing address is a physical street address, enter such information in the field.
 - ❖ **Street Address 1:** if a PO Box was entered in the Mailing Address field, enter the Authorized Official’s physical street address. If the physical street address was entered in the Mailing Address field, leave this field blank.
 - ❖ **Street Address 2** (not required): leave this field blank if no additional address information is available beyond what is already provided in the Mailing Address and/or Street Address 1 fields.
 - ❖ **City/State/Zip:** enter the City, verify the State is listed as Missouri, and enter the Zip Code.
 - ❖ **Email:** enter the Email address of the identified Authorized Official.
 - ❖ **Phone:** enter the Phone number and the Phone Extension (Ext.), where applicable, of the identified Authorized Official. Leave the Ext. field blank if the phone number is a direct line.
 - ❖ **Fax:** enter the Fax number of the identified Authorized Official.
- **Project Director:** the individual who will have direct oversight of the proposed project.
 - If the applicant agency is a city, the Police Chief or Marshal shall be the Project Director.
 - If the applicant agency is a county, the Sheriff shall be the Project Director.
 - If the applicant agency is a college/university, the head of the law enforcement division/department shall be the Project Director.
 - If the applicant agency is a state department, the head of the law enforcement division/department shall be the Project Director.

NOTE: For contract purposes, the Project Director cannot be the same person as the Authorized Official. If the Project Director is listed as the same person as the Authorized Official, the application will be denied.

Where the Chief, Sheriff, or Director position is vacant at the time of application, the individual acting in this capacity should be identified as the Project Director. To ensure the Missouri Department of Public Safety and peer review panel are clear on whom this individual is, applicants should identify the job title clearly. For example, if John Smith is a Lieutenant with the Police Department and is the Interim Chief until a replacement is announced, John Smith’s job title should be listed as “Lieutenant/Acting Chief”. If you give no indication that Lieutenant John Smith is the Acting Chief, the Missouri Department of Public Safety and peer review panel may consider the contract invalid.

Project Director
The Project Director is the individual that will have direct oversight of the proposed project. The Project Director, therefore, must be the Chief, Sheriff, Director, etc. of the law enforcement agency.

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:

City/State/Zip:*
City State Zip

Email:*

Phone:*
Ext.

Fax:*

- ❖ **Name:** enter the Title (e.g. Sheriff, Chief, Marshal, Director), the First Name, and the Last Name of the proper Project Director.
- ❖ **Job Title:** enter the Job Title (e.g. Sheriff, Chief, Marshal, Director) of the identified Project Director.
- ❖ **Agency:** enter the Agency name (e.g. Cole County Sheriff’s Office, Columbia Police Department, Lincoln University Police Department) of the identified Project Director.
- ❖ **Mailing Address:** enter the Project Director’s mailing address. If the mailing address is a PO Box, enter such information in the field. If the mailing address is a physical street address, enter such information in the field.
- ❖ **Street Address 1:** if a PO Box was entered in the Mailing Address field, enter the Project Director’s physical street address. If the physical street address was entered in the Mailing Address field, leave this field blank.
- ❖ **Street Address 2** (not required): leave this field blank if no additional address information is available beyond what is already provided in the Mailing Address and/or Street Address 1 fields.
- ❖ **City/State/Zip:** enter the City, verify the State is listed as Missouri, and enter the Zip Code.
- ❖ **Email:** enter the Email address of the identified Project Director.
- ❖ **Phone:** enter the Phone number and the Phone Extension (Ext.), where applicable, of the identified Project Director. Leave the Ext. field blank if the phone number is a direct line.
- ❖ **Fax:** enter the Fax number of the identified Project Director.

- **Fiscal Officer:** the individual who has responsibility for accounting and audit issues at the applicant agency level.
 - ❑ If the applicant agency is a city, the City Clerk, City Treasurer, or City Administrator (as applicable to the agency's structure) shall be the Fiscal Officer.
 - ❑ If the applicant agency is a county, the County Treasurer or Director of Finance (as applicable to the agency's structure) shall be the Fiscal Officer.
 - ❑ If the applicant agency is a college/university, the head of the finance/budget/comptroller department (as applicable to the agency's structure) shall be the Fiscal Officer.
 - ❑ If the applicant agency is a state department, the head of the Budget/Procurement Unit shall be the Fiscal Official.

NOTE: For contract purposes, the Fiscal Officer cannot be the same person as the Authorized Official or Project Director. If the Fiscal Officer is listed as the same person as the Authorized Official or Project Director, the application will be denied.

Fiscal Officer
The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance).

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:

City/State/Zip:*
City State Zip

Email:*

Phone:*
Ext.

Fax:*

- ❖ **Name:** enter the Title (e.g. Mr., Ms.), the First Name, and the Last Name of the proper Fiscal Officer.
- ❖ **Job Title:** enter the Job Title (e.g. County Treasurer, City Treasurer, Director of Finance) of the identified Fiscal Officer.
- ❖ **Agency:** enter the Agency name (e.g. Cole County Treasurer's Office, City of Columbia Finance Department, Lincoln University Comptroller's Office) of the identified Fiscal Officer.
- ❖ **Mailing Address:** enter the Fiscal Officer's mailing address. If the mailing address is a PO Box, enter such information in the field. If the mailing address is a physical street address, enter such information in the field.
- ❖ **Street Address 1:** if a PO Box was entered in the Mailing Address field, enter the Fiscal Officer's physical street address. If the physical street address was entered in the Mailing Address field, leave this field blank.
- ❖ **Street Address 2** (not required): leave this field blank if no additional address information is available beyond what is already provided in the Mailing Address and/or Street Address 1 fields.
- ❖ **City/State/Zip:** enter the City, verify the State is listed as Missouri, and enter the Zip Code.
- ❖ **Email:** enter the Email address of the identified Fiscal Officer.
- ❖ **Phone:** enter the Phone number and the Phone Extension (Ext.), where applicable, of the identified Fiscal Officer. Leave the Ext. field blank if the phone number is a direct line.

❖ Fax: enter the Fax number of the identified Fiscal Officer.

- **Officer in Charge**: the individual that will act as the supervisor or commander of the proposed project, if different than the Project Director listed above. This individual will be the primary contact for day-to-day questions regarding the grant project and operations.

NOTE: The Officer in Charge may be the same person as the Project Director, and in that case, this section would not need to be completed again.

Officer in Charge (if applicable)

The Officer in Charge is the individual that will act as the supervisor or commander of the proposed project, if different than the Project Director listed above. This individual will be the primary contact for day-to-day questions regarding the grant project and operations.

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:

City/State/Zip:
City State Zip

Email:

Phone:
Ext.

Fax:

- ❖ Name: enter the Title (e.g. Mr., Ms., Sgt., Lt., Capt., Chief Deputy), the First Name, and the Last Name of the proper Officer in Charge.
- ❖ Job Title: enter the Job Title of the identified Officer in Charge.
- ❖ Agency: enter the Agency name (e.g. Cole County Sheriff's Office, Columbia Police Department, Missouri Department of Public Safety - Director's Office) of the identified Officer in Charge.
- ❖ Mailing Address: enter the Officer in Charge's mailing address. If the mailing address is a PO Box, enter such information in the field. If the mailing address is a physical street address, enter such information in the field.
- ❖ Street Address 1: if a PO Box was entered in the Mailing Address field, enter the Officer in Charge's physical street address. If the physical street address was entered in the Mailing Address field, leave this field blank.
- ❖ Street Address 2 (not required): leave this field blank if no additional address information is available beyond what is already provided in the Mailing Address and/or Street Address 1 fields.
- ❖ City/State/Zip: enter the City, verify the State is listed as Missouri, and enter the Zip Code.
- ❖ Email: enter the Email address of the identified Officer in Charge.
- ❖ Phone: enter the Phone number and the Phone Extension (Ext.), where applicable, of the identified Officer in Charge. Leave the Ext. field blank if the phone number is a direct line.
- ❖ Fax: enter the Fax number of the identified Officer in Charge.

FORM #3: PROJECT SUMMARY

The purpose of this form is to collect general information regarding the proposed project, such as:

The screenshot shows a web form with the following fields and options:

- Application Type:** A dropdown menu.
- Current Contract Number(s):** A text input field.
- Program Category:** A list box containing "Law Enforcement" with a note below it: "Please press Ctrl + Click to select multiple items".
- Project Type:** A dropdown menu.
- Geographic Area:** A text area with scrollbars.
- Brief Summary:** A larger text area with scrollbars.
- Program Income Generated:** Radio buttons for "Yes" and "No".

- **Application Type-** indicate the type of application based on the following:

- NEW = the application is being submitted as part of a competitive bid process and is not currently being funded by the Missouri Department of Public Safety

NOTE: This option would be true if the project is not a continuation of a previously-funded project.

- RENEWAL = the application is being submitted as part of a renewal funding opportunity and is currently being funded by the Missouri Department of Public Safety

NOTE: This option is not applicable to LLEBG and therefore should not be selected.

- CONTINUATION = the application is being submitted as part of a competitive bid process to continue a program currently funded by the Missouri Department of Public Safety

NOTE: This option would be true if the project is a continuation of a previously-funded project with no additions.

- EXPAND/ENHANCE AN EXISTING PROJECT = the application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by the Missouri Department of Public Safety

NOTE: This option would be true if the project is a continuation of a previously-funded project but additions are included to expand or enhance the original project.

- **Current Contract Number(s)** – indicate the contract number issued by the Missouri Department of Public Safety if the project is currently funded by a similar DPS grant (i.e. the Application Type is identified as

Continuation or Expand/Enhance an Existing Project). Leave this question blank or enter N/A if the project is not currently funded (i.e. the Application Type is identified as New).

- **Program Category** – select the following option: Law Enforcement

NOTE: The “Law Enforcement” option automatically displays, but applicants must physically select the option to complete the field. WebGrants will display a dialog box, when trying to save the form, saying not all required fields are complete if the selection is not physically selected and highlighted in blue.

- **Project Type** – select if the scope of the project will be statewide, regional, or local.

- STATEWIDE = the project agency is responsible for policing the entire state
- REGIONAL = the project agency is responsible for policing multiple counties
- LOCAL = the project agency is responsible for policing its local jurisdiction

- **Geographic Area(s) to be Served** – provide a general overview of the geographical area to be served by the proposed project.

NOTE: Specific geographical and population details are requested on the *Brief History of Project Agency* form. Therefore, for example, if a project were to serve Jefferson City, you might put “Jefferson City, located in Cole County in central Missouri” for this field and describe other details in the narrative.

- **Brief Summary of the Project** – provide a brief summary of the services to be offered by the proposed project or a general overview of the outcome of the proposed project, making sure to indicate the type of equipment that is requested.

NOTE: Do not repeat information verbatim from your Brief History of Project Agency, Statement of the Problem, or Community Impact application forms.

- **Program Income** – indicate if program income will be generated. Program Income is defined as income generated as a direct result of an agency-funded project.

NOTE: The only possible opportunity to generate program income is if the monies are deposited into an interest bearing account. If the monies will not be deposited into an interest-bearing account, select “No”. The procurement of equipment that may result in additional revenues as a result of traffic tickets, court revenues, or other means of revenues is not considered a direct result of the agency-funded project.

FORM #4: BUDGET

The purpose of this form is to identify all costs associated with the proposed project for which funding is requested.

A. EQUIPMENT:

Include any equipment for which funding is requested. Refer to the “General Program Guidelines – Eligible Cost Items” section of this solicitation for further information about allowable costs.

Equipment

1. Itemize equipment by item type. It is not necessary to itemize each accessory. If a piece of equipment being requested includes accessories/parts, applicants are allowed to include 1 budget line for the entire item. For example, applicants requesting a portable radio with antenna, speaker microphone, extra battery, and case, may include 1 line in the budget for the 5 pieces. Where this occurs, applicants are asked to merely identify the accessories in the Equipment Justification section. Applicants that add 1 budget line per part/accessory (5 total lines in this example), the Equipment Justification section would require a paragraph for each of the budget lines.

2. The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.

Identify the property being requested (e.g. Police Cruiser, Lightbar, Siren, In-Car Camera, Mobile Radio, Trauma Kit, Ballistic Vest, Reflective Vest, etc). Enter the basic item name. Refer to the grant solicitation referenced above for examples of allowable and unallowable equipment.

Item*

Provide any necessary details, if applicable, to describe the Item, such as brand, model number, size, capability, included accessories, etc. If the Item is self-explanatory, it may not be necessary to provide any additional details here and you may leave this field blank.

If requesting mobile radios, you must provide the manufacturer and model number so DPS can verify its compliance with the Missouri Statewide Interoperability Network (MOSWIN). Refer to the "Radio Interoperability Guidelines" posted online at [DPS-LLEBG Webpage](#) for a complete list of mobile radios certified as meeting the P25 standard by the Department of Homeland Security and certified to operate on the MOSWIN by the manufacturer.

Description

Provide the unit cost price of the item. If applicable, costs such as shipping, installation, programming, etc may be included with the unit cost, but if the shipping, installation, programming, etc. is relative to multiple budget lines, it is recommended it be itemized as its own budget line.

Unit Cost*

Provide the requested number of units to be purchased.

Quantity*

Provide the name of the vendor from which you obtained the unit pricing. (If your application is approved, you will not be obligated to purchase the item from this vendor.)

Source of Bid*

Indicate the percentage of funding being requested for the equipment item. Typically applicants requests 100% funding, but if the total costs exceed \$9,999.99, you will need to request less than 100% for the item(s).

This field is formatted to allow up to only 4 places behind the decimal point - a popup message will appear if more than 4 decimal places are entered.

% of Funding Requested*

The following are examples to aid in the completion of the Equipment budget form:

EXAMPLE 1 – City A requests to purchase 2 Mobile Radios. The Motorola XTL 2500 mobile radios were priced from Vendor XYZ at \$2,000 each, plus \$100 installation/programming.

EXAMPLE 2 – City A also requests to purchase 5 reflective vests. The reflective vests were priced from Vendor ABC at \$45 each with free shipping.

EXAMPLE 3 – City A also requests to purchase 2 vehicle partitions. One partition will need to fit a Crown Victoria and was quoted by Vendor ABC at \$340 while the other partition will need to fit a Chevy Tahoe and was quoted by Vendor ABC at \$450. The vendor indicated that both partitions will have a \$30 freight charge.

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost
Mobile Radio (2)	Motorola XTL 2500; includes installation & programming	\$2,100.00	2	Vendor XYZ	100%	\$4,200.00
Reflective Vest (5)		\$45.00	5	Vendor ABC	100%	\$225.00
Partition – Crown Vic (1)		\$340.00	1	Vendor ABC	100%	\$340.00
Partition – Chevy Tahoe (1)		\$450.00	1	Vendor ABC	100%	\$450.00
Shipping – Partitions (2)		\$15.00	2	Vendor ABC	100%	\$30.00
TOTAL =						\$5,245.00

NOTE: The text entered under the ITEM column is how the line item will display on the Status Report - Expenses form if the application is successful. As a result, the Missouri Department of Public

Safety asks applicants to carry the Quantity into the Item field (as exemplated above) for easier processing of the Status Report at a later date.

B. EQUIPMENT JUSTIFICATION:

Equipment Justification

Equipment Justification

In a narrative format, provide the following for each budget line item listed above:

- *What is the item?*
- *How will the item be used?*
- *Who will use the item?*
- *Is the item a replacement to current equipment, in addition to current equipment, or something the agency doesn't currently have?*

If you are requesting more than one item, it is recommended that you provide a paragraph of justification for each budget line in the same order as the budget line items are listed. It is also recommended that you leave space between each item's paragraph.

For purposes of the Missouri Statewide Interoperability Network (MOSWIN), agencies applying for mobile radios must ensure that the model being requested is APCO Project 25 (P25) compliant and can operate in the P25 trunked mode at the time of purchase. Refer to the "Radio Interoperability Guidelines" posted online at [DPS-LLEBG Webpage](#) for a complete list of mobile radios certified as meeting the P25 standard by the Department of Homeland Security and certified to operate on the MOSWIN by the manufacturer. Agencies that can access the MOSWIN with a P25 Trunked Mobile Radio can purchase non-P25 base stations, repeaters, or portable radios.

Regardless of the type of request for radios, and in addition to the information requested above, applicants for radios must articulate in the Equipment Justification section how they would access the MOSWIN via a trunked P25 mobile radio or how they plan on utilizing the equipment requested to access the MOSWIN. In addition, applicants must acknowledge whether the request is for:

- 1) *Single band radios (mobile/portable) that will not operate on MOSWIN with the applicant demonstrating their ability to operate on MOSWIN utilizing other radios, or,*
- 2) *Single band VHF High Band radios (mobile/portable) that will operate on MOSWIN, or,*
- 3) *Multi-Band radios that will operate on the MOSWIN network with the ability to access VHF High Band (150 MHz) and 700/800 MHz spectrum within the MOSWIN.*

Provide a paragraph of justification for each budget line item to address 1) what the item is, 2) how it will be used, 3) who will use it, and 4) whether it is a replacement to current equipment, in addition to current equipment, or something the agency doesn't current have.

NOTE: It is recommended that agencies refrain from repeating the calculations and unit costs outlined in the Equipment budget category to avoid discrepancies in the budget category and the budget justification.

If you are requesting more than one item, it is recommended that you provide a paragraph of justification for each budget line in the same order as the budget line items are listed. It is also recommended that you leave space between each item's paragraphs.

For purposes of the Missouri Statewide Interoperability Network (MOSWIN), agencies applying for mobile radios must ensure that the model being requested is APCO Project 25 (P25) compliant and can operate in the P25 trunked mode at the time of purchase. Refer to the "Radio Interoperability Guidelines" posted online at DPS-LLEBG Webpage (<http://dps.mo.gov/dir/programs/cjle/llebg.php>) for a complete list of mobile radios certified as meeting the P25 standard by the Department of Homeland Security and certified to operate on the MOSWIN by the manufacturer. Agencies that can access the MOSWIN with a P25 Trunked Mobile Radio can purchase non-P25 base stations, repeaters, or portable radios.

Regardless of the type of request for radios, and in addition to the information requested above,

applicants for radios must articulate in the “Budget - Equipment Justification” section how they would access the MOSWIN via a trunked P25 mobile radio or how they plan on utilizing the equipment requested to access the MOSWIN. In addition, applicants must acknowledge whether the request is for:

- 1) Single band radios (mobile/portable) that will not operate on MOSWIN with the applicant demonstrating their ability to operate on MOSWIN utilizing other radios, or;
- 2) Single band VHF High Band radios (mobile/portable) that will operate on MOSWIN, or;
- 3) Multi-Band radios that will operate on the MOSWIN network with the ability to access VHF High Band (150 MHz) and 700/800 MHz spectrum within the MOSWIN.

FORM #5: BRIEF HISTORY OF THE PROJECT AGENCY

The purpose of this narrative section is to identify the Project Agency and some background information regarding that agency. This information provides the grantor with a basic understanding of the agency.

The screenshot shows a form titled "Brief History of Project Agency". Below the title, there is a sub-header "Brief History of Project Agency*" and a prompt: "Provide the following information to provide an overview of the Project Agency:". A bulleted list of instructions follows: "Brief history of the Project Agency", "Geographical location and population to be served by the project", "Services offered by the law enforcement agency", "Number of sworn officers (full-time, part-time, and reserve) within the department", and "Number of police vehicles utilized by the department". Below the list is a large, empty text input area with a vertical scrollbar on the right side.

On this form, provide the following information:

- Brief history of the Project Agency, which is the agency that will be implementing the proposed project (e.g. Sheriff's Office, Police Department, Public Safety Department, etc).

NOTE: If the Project Agency is a part-time department, it would be pertinent to include details about the arrangement that is in place to provide coverage. If the Project Agency recently reopened after being closed or disbanded, it would be pertinent to include details about the decision to close or disband and the subsequent decision to reopen.

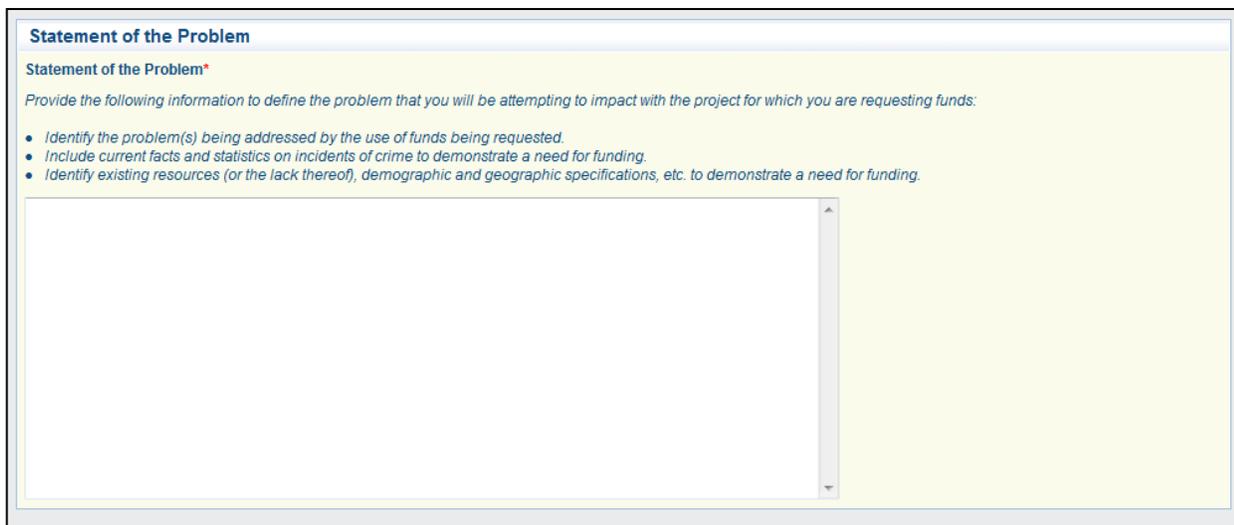
- Indicate the geographical location (e.g. northwest, north central, northeast, west central, central, east central, southwest, south central, or southeast and any other landmark location that may exist in the area) and population to be served by the project
- Identify the various services provided by the law enforcement agency (e.g. 24/7 patrol, mutual aid to neighboring communities, animal control, DARE/SRO programs, jail/detention center, crime laboratory, crime scene unit, domestic violence unit, drug court, etc.)
- Identify the number of sworn officers (full-time, part-time, and reserve) within the department

- Identify the number of police vehicles (patrol, special command, administrative, etc) utilized by the department

NOTE: Do not just list the information in a bullet-point format. Please write a narrative to provide the information in complete sentences and with adequate justification. Ideally, a paragraph should be provided to address each bullet-point, in the order requested.

FORM #6: STATEMENT OF THE PROBLEM

The purpose of this narrative section is to identify the problem you will be attempting to impact with the project for which you are requesting funds. This information provides the grantor with a basic understanding of the problem(s) that the Project Agency faces and the issue(s) that will be addressed, as well as to provide facts and statistics to support the problem references. Without facts and statistics, the grantor has no basis to determine the significance of the problem references.



The screenshot shows a form titled "Statement of the Problem" with a yellow background. The title is in blue. Below the title, it says "Statement of the Problem*" and "Provide the following information to define the problem that you will be attempting to impact with the project for which you are requesting funds:". There are three bullet points: "Identify the problem(s) being addressed by the use of funds being requested.", "Include current facts and statistics on incidents of crime to demonstrate a need for funding.", and "Identify existing resources (or the lack thereof), demographic and geographic specifications, etc. to demonstrate a need for funding." Below the text is a large empty text box with a vertical scrollbar on the right side.

On this form, provide the following information:

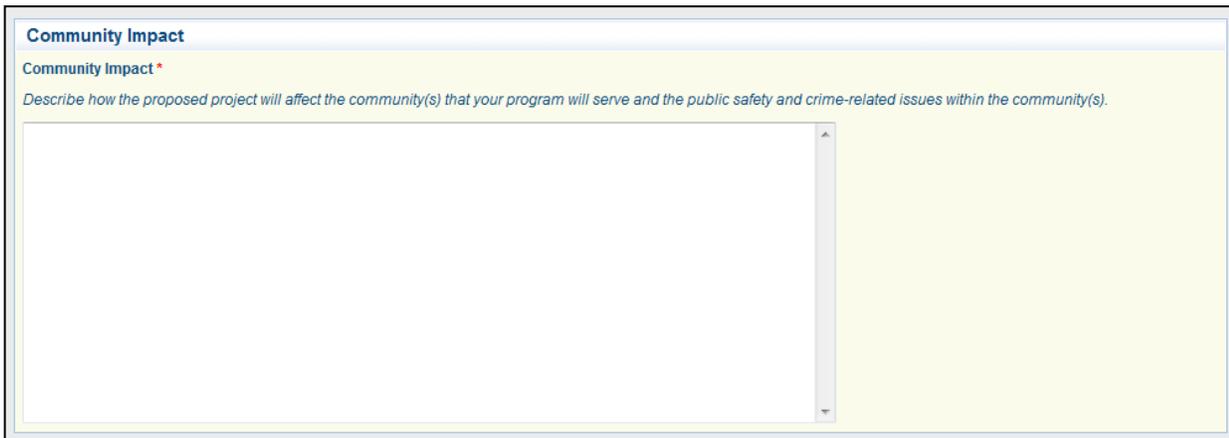
- Identify the problem(s) being addressed by the use of the requested funds.
- Include facts and statistics on incidents of crime (e.g. number of calls for service, number of arrests, types of arrests, criminal activity, etc) to demonstrate a need for funding.
- Identify existing resources (or the lack thereof), demographic and geographic specifications, etc. to demonstrate a need for funding.

NOTE: Do not just list the information; write a narrative to provide the information in complete sentences and with adequate justification. In addition, make sure to identify problem references pertinent to the equipment being requested. Do not just list problems and UCR data! For example, a police cruiser is used for transportation; therefore provide problems, facts, and statistics relating to such transportation (e.g. number of calls for service, number of traffic stops, safety issues with current vehicle, odometer and maintenance issues of current vehicle, concerns with unreliable transportation, proximity of nearest assisting agency or officer if car becomes inoperable). Also, for example, handcuffs and vehicle partitions are used for detaining individuals; therefore provide problems, facts, and statistics relating to such detainment (e.g. number of arrests, offenses for

arrests, number of transports if operating a jail or detention center, safety issues with current equipment, concerns with insufficient or unreliable detainment devices). Finally, for example, radios are used for communications; therefore provide problems, facts, and statistics relating to such communications (e.g. number of calls for service, number of calls for assistance if providing mutual aid, number or frequency of unsuccessful calls from/to dispatch, number or frequency of unsuccessful calls from car to car, safety issues with current radios, concerns with unreliable communications).

FORM #7: COMMUNITY IMPACT

The purpose of this narrative form is to identify how the proposed project will affect the community(s) that the program will serve, whether directly or indirectly. This information is necessary to the grantor to understand how the proposed project may have a bearing on other issues not directly being addressed by the requested funds.

A screenshot of a web form titled "Community Impact". The title is in a blue header bar. Below the title, the text "Community Impact*" is displayed. Underneath, there is a descriptive instruction: "Describe how the proposed project will affect the community(s) that your program will serve and the public safety and crime-related issues within the community(s)." Below the instruction is a large, empty text input area with a vertical scrollbar on the right side.

On this form, describe how the proposed project will affect the community(s) that your program will serve and the public safety and crime-related issues within those community(s). The community may include the local agencies served by your project but must also include the citizens in the community served by the project.

NOTE: For example, new technology, such as mobile data terminals in patrol cars, can improve the efficiency of an agency and allow officers to work from their patrol cars rather than the office. It also allows officers to perform vehicle stops more safely by having access to criminal records and frees up the dispatch lines for such requests. These results can have a direct impact on the policing services provided to the community and its citizens because an increased presence in the community can be deterrent to crime and/or provide a faster resolution to crimes occurring in the community. The identification, prosecution, and removal of criminals can positively impact public safety and crime-related issues.

FORM #8: AUDIT REQUIREMENTS

The purpose of this form is to gather general audit information relating to your agency. As a recipient of federal funds, applicants are expected to have financial responsibility in the usage of monies and the record keeping of documentation.

Audit Requirements	
Date last audit was completed:*	<input type="text"/>
Date(s) covered by last audit:*	<input type="text"/>
Last audit performed by:*	<input type="text"/>
Phone number of auditor:*	<input type="text"/>
Date of next audit:*	<input type="text"/>
Date(s) to be covered by next audit:*	<input type="text"/>
Next audit will be performed by:*	<input type="text"/>
<p>Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.</p> <p>The Federal Amount refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. The State Amount refers to funds received directly from the State of Missouri, not including federal pass-thru funds.</p>	
Federal Amount:*	<input type="text" value="\$0.00"/>
State Amount:*	<input type="text" value="\$0.00"/>

This form will collect information pertaining to the date of the applicant agency's last audit, the amount of federal and/or state financial assistance (i.e. grant monies, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance) received during the last audited period, and the anticipated date of the next audit.

Per the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Financial Guide, [Chapter 3.19](#), units of government that have expended \$750,000 or more in federal funds (from all sources including pass-thru subawards) in their organization's fiscal year (12-month turnaround reporting period) are required to arrange for a single organization-wide audit conducted in accordance with the provisions of [Title 2 C.F.R. Subpart F \(200.500 et seq.\)](#).

NOTE: Do not attach a copy of the audit at the time of application. A copy must be submitted once the grant status changes to "underway" via the Correspondence component of WebGrants if the total reported in the "Federal Amount" equals or exceeds \$750,000.

Refer to the "DPS Financial and Administrative Guide", which can be found at: <http://dps.mo.gov/dir/programs/cjle/llebg.php>, for more information regarding audit responsibilities.

FORM #9: OTHER ATTACHMENTS

The purpose of this form is to allow the applicant to attach any other documents applicable to the proposed project or available to support information provided within an application form. Other attachments may include, but not be limited to, vendor quotes for equipment, letters of support, etc.

If your project does not have "other attachments", just click 'Mark as Complete' and proceed with the submission of the application.

Other Attachments				Mark as Complete Go to Application Forms
Description	File Name	File Size	Delete?	
				Last Edited By:

The Missouri Department of Public Safety can support the following file types: Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.ppt, *.pptx), Publisher (*.pub), Adobe PDF (*.pdf), Photos (*.bmp, *.jpg, *.jpeg,

*.jpe, *.asp, *.tif, *.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.

FORM #10: CERTIFIED ASSURANCES

This component of the application requires the Authorized official to attest to the compliance of all conditions relating to the grant program and the proposed project, as applicable. The typed name, in lieu of a signature at the time of application, represents the legal binding acceptance of the terms of the application and statement of the veracity of the representations made in the application.

Certified Assurances

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, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

2016 LLEBG Certified Assurances

I am aware that failure to comply with any of the Certified Assurances could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances, he or she shall provide an explanation below and may attach documentation under the 'Other Attachments' form where needed.

I have read and agree to the terms and conditions of the grant.* Yes No

If you marked No to the question above, please explain:

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Authorized Official Name:*

Job Title:*

Date:* 

NOTE: The name provided on this form must match the name listed as the Authorized Official on the Contact Information form to constitute a valid contract. Only the proper Authorized Official has the authority to bind the unit of state or local government into a contract with the Missouri Department of Public Safety. As a result, an application will automatically be declined if the incorrect Authorized Official name is provided.

III. SUBMITTING AN APPLICATION:

The Applicant shall submit all data as requested and required within the application forms. Failure to submit all required data could disqualify the proposal from further consideration. **Applicants will not be contacted if they fail to submit all required data.**

Once all the application components are 'Marked as Complete', please review the application by clicking the 'Preview' button. You may print a copy of the application from the preview screen. Once you feel the application is ready for submission, click the 'Submit' button. A confirmation screen will appear which may be printed for your records if you feel it necessary. The individual selected as the Primary Contact in the General Information component of the application will receive a confirmation email of submission.

Applications must be submitted through WebGrants no later than 5:00 p.m. on Friday, September 4, 2015.

Proposals cannot be submitted after this date and time so applicants are encouraged to begin the process immediately to meet the application deadline. Applications submitted through any means other than WebGrants will not be considered for funding.

If the applicant determines **revisions are necessary to any component** of the application, the applicant must **contact the Department of Public Safety by email prior to the deadline** to have the application unlocked. Once the application deadline has lapsed, the applicant will be unable to request any portion of their application to be unlocked. The email should be sent to dpswebgrants@dps.mo.gov and should clearly indicate which form(s) to be re-opened for the necessary change(s). Once the application deadline has lapsed, the applicant will be unable to request any portion of their application to be unlocked.

If the applicant experiences unforeseen **WebGrants technical issues** beyond the applicant's control that prevent submission of its application by the deadline, the applicant must **contact the Missouri Department of Public Safety staff by email within 24 hours after the deadline** and request approval to submit the application. The email should be sent to dpswebgrants@dps.mo.gov and must include a description of the technical difficulties, a timeline of submission efforts, screen shot of the error code, and other information as necessary. The Missouri Department of Public Safety will consider all submitted information to determine if the application will be accepted.

POST-APPLICATION PROCESS

I. **APPLICATION REVIEW:**

A review panel of internal staff members of the Criminal Justice/Law Enforcement (CJ/LE) Unit and external members with experience in criminal justice and/or grant administration will evaluate all applications. In evaluating each application, the review panel will consider the following factors:

- Demonstration the proposed project fits within the parameters of the LLEBG/JAG Program.
- Eligibility of the applicants for the LLEBG/JAG Program from the state.
- Demonstration of need including geographic location, local demographics, local statistics, other programs and/or resources available to the applicant agency, etc.
- Adequate correlation between the cost of the project and the objective(s) to be achieved.
- Overall description of the intended use of the grant funds.
- Demonstration that the LLEBG funds will not be used to supplant state and local funds.
- Degree of cooperation between state and local officials, community groups, and citizens to establish and fulfill goals for the overall success of the project.
- Compliance with state statutory reporting requirements to include, but not limited to, UCRs, Racial Profiling, and Federal Forfeiture reporting.
- Legally binding signature by the proper Authorized Official on the Certified Assurances form of the submitted application.
- Available funding for the LLEBG Program.

The Missouri Department of Public Safety is required by law to make award decisions based on competitive bid process. It is anticipated that the funding requests will exceed the amount of money available.

The 2016 LLEBG Review Meeting is tentatively scheduled for October 15-16, 2015. The review panel will convene on this date to evaluate all submitted applications, provide feedback on review assignments, and make funding recommendations.

II. **FUNDING NOTIFICATION:**

With the approval of the director of the Missouri Department of Public Safety (or his/her designee), applicants will be notified via WebGrants of the decisions made by the review panel approximately 2-4 weeks following the Review Meeting. The notification will be sent from dpswebgrants@dps.mo.gov to the person listed as the Primary Contact on the General Information form of the application.

Applications may be approved as requested, approved with revisions, or disapproved. Applicants will be provided with the rationale behind the review panel's decisions.

Please be patient as the review process can be rather tedious and time consuming. Funding notifications will not be released through any other means than WebGrants so do not contact the Missouri Department of Public Safety to try to obtain information before it is released!

PROGRAM-SPECIFIC GRANT GUIDELINES

I. DPS FINANCIAL AND ADMINISTRATIVE GUIDE

Sub-recipients must adhere to the applicable guidelines outlined in the “DPS Financial and Administrative Guide”, which can be found at <http://dps.mo.gov/dir/programs/cjle/llebg.php>.

I. TRACKING OF FUNDS:

Sub-recipient of LLEBG funding will receive a check for the amount of their award at the beginning of the contract period. The unit of state or local government (not the law enforcement agency) should deposit the funds into an account maintained by the unit of state or local government.

Sub-recipients of LLEBG funding are strongly encouraged, but not required, to establish a separate banking account in which to deposit the federal and local share of the contract. This is encouraged because:

1. The account in which the award is deposited may earn interest, which requires the recipient to account for any interest earned. Any interest earned on the award amount, however, must be used for program purposes (e.g. paying for an unanticipated price increase, shipping costs, or installation costs associated with the approved items). Any interest earned on the award amount but not used for program purposes must be returned to the Missouri Department of Public Safety.
2. Sub-recipients will be required to account for the entire portion of the federal award. These monies shall not be used to fund other non-approved projects.

Sub-recipients that have an adequate accounting system to track the award amount and any interest earned, if applicable, are allowed to deposit the funds into an existing account. Such sub-recipients must ensure adequate records are maintained to account for every penny.

II. CHANGE IN PERSONNEL:

Notification of personnel changes must be communicated to the Missouri Department of Public Safety via the Correspondence component of WebGrants using the “Change of Information Form” (Appendix C).

The completed “Change of Information Form” must be submitted as an attachment to the Correspondence. Additional information not captured in the “Change of Information Form” may be supplied in the message of the Correspondence, but the message of the Correspondence shall not substitute for the sub-recipient’s requirement to complete the “Change of Information Form”.

A. My Profile

1. Removing an Individual

If an individual needs to be removed as a registered user for the Organization, please notify the Missouri Department of Public Safety, within a timely manner, so the individual can be properly disassociated with the organization’s profile and removed from all contact lists.

Do not remove a registered user, and do not re-use a prior employee’s profile!

The Missouri Department of Public Safety will make the necessary change(s) and will notify the sub-recipient when the change(s) have been completed.

2. Adding an Individual

If an individual needs to be added as a registered user for the Organization, first complete the registration form in the My Profile module of WebGrants. Do not re-use a prior employee's profile!

Notify the Missouri Department of Public Safety once the registration is complete so the individual can be added to the proper contact lists.

The Missouri Department of Public Safety will make the necessary change(s) and will notify the sub-recipient when the change(s) have been completed.

B. Contact Information form

Changes in or temporary absence of the Authorized Official, Project Director, Fiscal Officer, and/or Officer in Charge as listed on the Contact Information component of the grant must be communicated to the Missouri Department of Public Safety, within a timely manner.

The Missouri Department of Public Safety will edit the Contact Information form based on the notification and will notify the Contractor when the change(s) has been completed.

III. REPORTING REQUIREMENT – STATUS REPORT:

Recipients of LLEBG funds will be required to submit an annual Status Report in WebGrants to verify actual cash expenditures.

Only one Status Report shall be submitted for the life of the award once ALL approved equipment items have been purchased, received, and paid.

The Status Report will consist of the following five (5) forms:

1. General Information

- Reporting Period: enter "01/01/2016 – 06/30/2016" in the date fields
- Status Report Type: select "Annual Report" from the drop-down box options

2. Expenses

- Transfer the "Expenses" total(s) from the Detail of Expenditure form for each budget line(s)

3. Detail of Expenditure

- This spreadsheet must be downloaded from WebGrants under the instructions of the Status Report - Detail of Expenditure form
- Complete the header of the form with the Subgrantee name (as listed on the Award of Contract document), Reporting Period (1/1/16 – 6/30/16), and Contract Number (as listed on the Award of Contract document)
- Complete the form with the Pay Date, Check #, Payee/Vendor, Description, Quantity, Total Cost, and Federal Share (Expenses)
- Once completed, save a copy of the spreadsheet on your computer and upload the completed spreadsheet into WebGrants

4. Program Income

- Indicate any earned or expended program income (e.g. interest) as a result of the project. If program income was earned and expended, a copy of the receipt(s) to support its expenditure must be uploaded to this form.

5. Attachments

- Must upload a copy of the following documents to this form:
 - **Purchase Order** (or similar document) – supports the approval by the unit of local or state government, procurement method, and date of fund obligation. If your unit of local or state government does not utilize a purchase order system, a substitute document must be provided (e.g. a copy of state statute authorizing usage of a particular fund of monies without prior approval by local executives, a copy of the agency’s approved budget identifying approval for the LLEBG grant and/or usage of match monies for the purchase of equipment, or a copy of the approved meeting minutes authorizing the application of the grant, bid of equipment, purchase of equipment, etc)
 - **Invoice(s)** from the vendor – receipts/invoices clearly showing the date of order, item ordered, quantity ordered, and cost. (Statements and packing slips which do not show this information will not be accepted.)
 - **Cancelled Check(s)** to the vendor – copy of the cancelled check written to the vendor, if available, or a copy of the check prior to being mailed to the vendor.

Recipients are encouraged to submit the Status Report as soon as possible after funds have been expended in order to close the contract in a timely manner, but because recipients are allowed a 60-day grace period (August 29, 2016) in which to expend funds, which have been properly obligated within the contract period, recipients are merely required to **submit a Status Report no later than September 12, 2016.**

NOTE: Disregard the Section III – Payment and Reporting Requirements of the “DPS Financial and Administrative Guide” (<http://dps.mo.gov/dir/programs/cjle/llebg.php>), which indicates that monies will be disbursed on a reimbursement basis and a monthly “Claim Report” is required. Unlike other grant programs within the Missouri Department of Public Safety, this money is disbursed up front in a lump sum and only 1 Status Report” (not “Claim Report”) will be required.

IV. **CONTRACT ADJUSTMENT – BUDGET REVISION:**

A Contract Adjustment for a “Budget Revision” must be submitted to obtain prior approval to deviate from the originally approved budget in the following ways:

- Addition of a new budget line item in any budget category.
- Increase in the quantity of a line item in any budget category

Contractors shall submit a request via the Contract Adjustment component of WebGrants in the event a budget revision is necessary. The Missouri Department of Public Safety will review the request and “negotiate” the Budget form for edits if the request is allowable. Once all necessary edits are made, the Missouri Department of Public Safety will prepare a *Contract Adjustment Notice*, which will be subject to review and approval by the Director (or his/her designee) of the Missouri Department of Public Safety.

NOTE: A Contract Adjustment for Budget Revisions shall be submitted at least 30 days prior to the proposed change and will not be allowed after May 31, 2016.

V. **MONITORING:**

The Missouri Department of Public Safety will monitor all awarded contracts to ensure appropriate fiscal and program records are being maintained. Monitoring is designed to provide assistance to the sub-recipient both from a technical and programmatic standpoint, as well as to provide the Missouri Department of Public Safety with the necessary information to ensure the sub-recipient’s compliance with state and federal laws, regulations, and guidelines.

Desk monitoring will consist of tracking telephone and email communication, as well as reviewing all grant documents and correspondence submitted to the Missouri Department of Public Safety. The sub-recipient may be required to submit monitoring information in writing to the Missouri Department of Public Safety, as requested.

Site monitoring will consist of a visit to the sub-recipient's office(s) to review policies, receipts, and other records, as applicable to the awarded contract. The Missouri Department of Public Safety will perform at least one site monitor to each sub-recipient during the contract period. A Site Monitoring Report, which will be provided to the sub-recipient prior to the visit, will be completed by the Missouri Department of Public Safety during the site visit. The Site Monitoring Report (checklist) will be used as a tool to determine the progress of the project in achieving its purpose and ensuring the project is adhering to program guidelines. The following information and records may be subject to review, as applicable, at the time of the site visit:

- Compliance with law enforcement agency state statutes:
 - Uniform Crime Reports: [Section 43.505 RSMo](#)
 - Racial Profiling Report: [Section 590.650 RSMo](#)
 - Federal Forfeiture Report: [Section 513.653 RSMo](#)
 - Written Policy on Recording of Custodial Interrogations: [Section 590.700 RSMo](#)
 - Written Policy on Forwarding Intoxication-Related Traffic Offenses: [Section 577.005 RSMo](#)
- Invoices/receipts for all grant-funded expenditures
- Bid records (and sole source procurement, where applicable) for grant-funded expenditures
- Inventory listing and tags for grant-funded expenditures
- Local procurement/purchasing policy
- Compliance with federal civil rights laws
 - Equal Employment Opportunity Plan (EEO Plan)
 - Non Discrimination in Delivery of Services and Hiring Practices
 - Grievance procedures
 - Reporting findings of discrimination
 - Access services to persons with limited English proficiency (LEP)
- Compliance with state civil rights laws
 - Unlawful Employment Practices: [Section 213.055 RSMo](#)
 - Discrimination in Public Accommodations: [Section 213.065 RSMo](#)
- Other information pertinent to the grant-funded project

APPENDIX A

LIST OF INELIGIBLE APPLICANTS

The units of local government listed below qualified for a direct FY2015 JAG award from the U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA) and thereby are ineligible to apply for 2016 LLEBG funds from the Missouri Department of Public Safety.

- Berkeley City
- Boone County
- Branson City
- Buchanan County
- Cape Girardeau City
- Cape Girardeau County
- Cole County
- Columbia City
- Grandview City
- Greene County
- Independence City
- Jackson County
- Jasper County
- Jefferson City
- Jefferson County
- Jennings City
- Joplin City
- Kansas City
- Scott County
- Sikeston City
- Springfield City
- St. Charles County
- St. Joseph City
- St. Louis City
- St. Louis County
- Taney County
- University City

Refer to the “General Grant Program Guidelines-Funding Allocation” section of the solicitation for more information about the calculation and determination of direct JAG awards from BJA.

APPENDIX B

AWARD OF CONTRACT FORM

The "Award of Contract" document constitutes a contractual agreement between the Missouri Department of Public Safety and the Sub-recipient for use of federal/state funds in the implementation of the awarded project.

 MISSOURI DEPARTMENT OF PUBLIC SAFETY OFFICE OF THE DIRECTOR AWARD OF CONTRACT		P.O. Box 749 Jefferson City, Missouri 65102 Phone: (573) 751-4905
Program Area: 2016 Local Law Enforcement Block Grant (LLEBG) Program		Catalog of Federal Domestic Assistance (CFDA) #: 16.738
Sub-recipient Name: «Organization»		
Project Title: «Project_Title»		
Contract Period: «Project_Start» to «Project_End»	State/Federal Funds Awarded: \$«Total_Awarded_Amount»	Contract Number: «Contract_Number»
<p>Award is hereby made in the amount and for the period shown above to the above-mentioned Sub-recipient. This award is subject to compliance with the general conditions governing grants and contracts, as well as, any attached Certified Assurances. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.</p> <p>The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.</p> <p>«AO_First_Name» «AO_Last_Name» _____ Sub-recipient Authorized Official Name</p> <p>_____ Sub-recipient Authorized Official Signature</p> <p>«PD_First_Name» «PD_Last_Name» _____ Sub-recipient Project Director Name</p> <p>_____ Sub-recipient Project Director Signature</p> <p>This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the Authorized Official of the Missouri Department of Public Safety.</p> <p>_____ Authorized Official, MO Department of Public Safety</p>		
		1/1/2016 _____ Date

APPENDIX C

CHANGE OF INFORMATION FORM

The "Change of Information Form" must be used to identify changes in personnel during the contract period. The "Change of Information Form" must be sent as an attachment in the Correspondence component of WebGrants. Any other information not collected on this form may be provided in the message of the Correspondence.

	MISSOURI DEPARTMENT OF PUBLIC SAFETY CRIMINAL JUSTICE/LAW ENFORCEMENT (CJ/LE) UNIT CHANGE OF INFORMATION FORM																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Date:</td> <td colspan="3"></td> </tr> <tr> <td>Agency Name:</td> <td style="width: 45%;"></td> <td>Contract Number:</td> <td style="width: 35%;"></td> </tr> <tr> <td>Contact Person:</td> <td></td> <td>Phone Number:</td> <td></td> </tr> </table>		Date:				Agency Name:		Contract Number:		Contact Person:		Phone Number:									
Date:																					
Agency Name:		Contract Number:																			
Contact Person:		Phone Number:																			
<i>*If the change affects multiple contract numbers, please complete and submit a form for each contract number.*</i>																					
<p>MY PROFILE/CONTACT INFORMATION</p> <p style="color: red; font-size: x-small;"><i>If the change affects the My Profile module and/or the Contact Information grant form, please complete the following. If the change does not affect the My Profile module and/or the Contact Information grant form, skip this section.</i></p> <p style="color: red; font-size: x-small;"><i>Complete the following 2 fields if an individual needs to be removed. Skip this section if a person is not being removed.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name of Individual Being Removed:</td> <td style="width: 40%;">Last Date of Employment :</td> </tr> </table> <p style="color: red; font-size: x-small;"><i>Complete the following fields if an individual needs to be added. Skip this section if a person is not being added.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name of Individual Being Added:</td> <td style="width: 50%;">Job Title:</td> </tr> <tr> <td colspan="2">Mailing Address:</td> </tr> <tr> <td colspan="2">Street Address: <small>(if different than the mailing address)</small></td> </tr> <tr> <td>City:</td> <td>Zip Code:</td> </tr> <tr> <td colspan="2">Email:</td> </tr> <tr> <td>Phone:</td> <td>Ext:</td> </tr> <tr> <td colspan="2">Fax:</td> </tr> <tr> <td rowspan="3" style="width: 30%;">Has this individual been added as a registered user in WebGrants?</td> <td><input type="checkbox"/> Yes, please select as a grant contact and add to the appropriate distribution list</td> </tr> <tr> <td><input type="checkbox"/> Yes, but please do not add as a grant contact or to the distribution list</td> </tr> <tr> <td><input type="checkbox"/> No, the individual will not have access to WebGrants and therefore was not added</td> </tr> </table>		Name of Individual Being Removed:	Last Date of Employment :	Name of Individual Being Added:	Job Title:	Mailing Address:		Street Address: <small>(if different than the mailing address)</small>		City:	Zip Code:	Email:		Phone:	Ext:	Fax:		Has this individual been added as a registered user in WebGrants?	<input type="checkbox"/> Yes, please select as a grant contact and add to the appropriate distribution list	<input type="checkbox"/> Yes, but please do not add as a grant contact or to the distribution list	<input type="checkbox"/> No, the individual will not have access to WebGrants and therefore was not added
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<p>BUDGET</p> <p style="color: red; font-size: x-small;"><i>If the change affects the Budget form, please complete the following. If this change does not affect the Budget form, skip this section.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Individual Being Removed:</th> <th style="width: 20%;">Last Date of Employment : <small>(m/d/yyyy)</small></th> <th style="width: 30%;">Individual Being Added: <small>(if unknown, list as TBH)</small></th> <th style="width: 20%;">Hire Date: <small>(m/d/yyyy)</small></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="font-size: x-small;"><i>Provide a brief summary of the new individual's experience, certifications, and job responsibilities for the Budget – Personnel Justification section:</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		Name of Individual Being Removed:	Last Date of Employment : <small>(m/d/yyyy)</small>	Individual Being Added: <small>(if unknown, list as TBH)</small>	Hire Date: <small>(m/d/yyyy)</small>																
Name of Individual Being Removed:	Last Date of Employment : <small>(m/d/yyyy)</small>	Individual Being Added: <small>(if unknown, list as TBH)</small>	Hire Date: <small>(m/d/yyyy)</small>																		
<p>SUBMIT THIS FORM AS AN ATTACHMENT TO YOUR DPS INTERNAL CONTACT VIA THE 'CORRESPONDENCE' COMPONENT OF WEBGRANTS. IF YOU NEED TO SUPPLY ADDITIONAL INFORMATION, PLEASE INCLUDE IN THE MESSAGE OF THE CORRESPONDENCE.</p>																					
DPS revised 7-2014																					

