LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)

FY2020(a) Application Workshop

FY 2020(a) Local Law Enforcement Block Grant
Notice of Funding Opportunity

The Department of Public Safety, Criminal Justice/Law Enforcement Unit (CJ/LE) is pleased to announce the funding opportunity for the FY 2020(a) Local Law Enforcement Block Grant (LLEBG)

This funding opportunity is made available through the Missouri Department of Public Safety's electronic WebGrants System, accessible online at:

https://dpsgrants.dps.mo.gov

The WebGrants System will NOT accept applications after the established deadline

Key Dates

August 31, 2020:	Application Workshop and Funding opportunity available at https://dps.mo.gov/dir/programs/cjle/llebg.php Application open in WebGrants https://dpsgrants.dps.mo.gov/
September 25, 2020:	Funding Opportunity Closes Applications due in WebGrants 5:00 pm CST ***WebGrants will not accept any applications after this time***
January 1, 2021:	Project Start Date
June 30, 2021:	Project End Date
August 15, 2021:	Final claim and Status Report due

Local Law Enforcement Block Grant

- The Local Law Enforcement Block Grant (LLEBG) is a state-administered, but federally funded program, that is made available through the Edward Byrne Memorial Justice Assistance Grant (JAG) within the U.S. Department of Justice (DOJ).

- The JAG Program is administered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Bureau of Justice Assistance (BJA). The Missouri Department of Public Safety (DPS) is the governor-appointed State Administrative Agency (SAA) of the JAG funds, and will continue to subaward the "less than $10,000" JAG allocation via the purpose area of the Local Law Enforcement Block Grant (LLEBG).

Local Law Enforcement Block Grant, Cont'd.

- The Missouri Department of Public Safety (DPS) collaborates with state and local law enforcement agencies to provide a proactive approach for the public safety of Missourians. Public safety is a shared responsibility and funding should support priorities that are the most impactful and demonstrate the greatest return on investment. The Missouri Department of Public Safety (DPS) seeks to forge partnerships with our law enforcement partners by providing them resources. The LLEBG grant opportunity provides resources to combat violent crime through improved information sharing.

Award Amount

- Funding for the LLEBG Program is derived from the federal JAG Program and utilizes the "less than $10,000" allocation awarded to the Missouri Department of Public Safety. The Bureau of Justice Statistics (BJS) calculates, for each state and territory, a minimum base allocation which can be enhanced by the state's share of the national population and the state's share of the country's Part I Violent Crime Statistics.
- Max award available per agency $9,999.99

Reimbursement Grant

- The LLEBG program will be handled as a reimbursement grant
- Equipment must be purchased prior to requesting reimbursement
- It an agency is unable to pay for items prior to receiving reimbursement they may request "advance payment" for invoices in excess of $1,000
  - Equipment must be ordered and received prior to requesting "advance payment"

Eligible Applicants

Any state or local agency within Missouri may apply for LLEBG funding for its own law enforcement agency as long as the agency meets the eligibility requirements. To be eligible for federal pass-thru funding, both the applicant agency, as well as the project agency, must be compliant with the following statutes:

Statutes:

- Section 590.650 RSMo – Vehicle Stops Report
  http://revisor.mo.gov/main/OneSection.aspx?section=590.650
- Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations
  http://revisor.mo.gov/main/OneSection.aspx?section=590.700
- Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses
  http://revisor.mo.gov/main/OneSection.aspx?section=43.544
- Show Me Crime Reporting - The Missouri Department of Public Safety strongly encourages agencies requesting equipment through this opportunity to register in the "no cost" crime reporting tool, the Missouri Incident-Based Reporting System (MIBRS).
  https://showmecrime.mo.gov/CrimeReporting/MIBRSRegistration.html

Funding Priority

- The Department of Public Safety's primary objective in awarding LLEBG funding is to partner with local law enforcement agencies to combat violent crime through improved information sharing.

- **Priority funding will be granted to those applicants requesting items directly tied to combating violent crime through improved information sharing.**

Eligible Costs, Cont.

- Examples of allowable equipment and supplies include, but are not limited to, the following:
  - Mobile Data Terminals (MDTs) /Mobile Data Computers (MDCs)
  - Radios (Portables/Handhelds, Mobiles, Repeaters, Base Stations, etc.)
  - Body Armor
  - Body-Worn Cameras
  - Gun Racks/Locks
  - In-Car Cameras
  - Light Bars/Warning Lights/Directional Sticks

Eligible Costs, Cont.

- Police Cruisers (LLEBG/JAG funds may be used to purchase marked or unmarked police cruisers) – a "police cruiser" is defined as a vehicle used in the ordinary course for routine police patrol. This could include sedans, sport utility vehicles (SUVs), motorcycles, etc.
- Segways, ATV's and golf carts are allowed as long as the Missouri Department of Revenue/Motor Vehicle does not require licensing or registration
- Protective Clothing/Gloves
- Equipment related to responding to civil unrest (Shields, helmets, laser protective eyewear, etc.)
- Reflective Vests/Raincoats
- Ballistic Helmets and Shields
- Road Flares/Cones

Eligible Costs, Cont.

- Security Restraint Devices (Handcuffs, Leg Irons, etc.)
- Siren Boxes and Speakers
- Surveillance Systems for Jails
- Trauma Kits/First Aid Kits
- Vehicle Cages/Partitions/Seats

Shipping/Programming/Installation – Any of these costs 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

Ineligible Costs

- Weapons and weapon accessories, including ammunition
- Aircraft (with the exception of a "police helicopter")
- Computer Software
- Flashlights
- Finance Fees for delinquent payments
- Less-Than-Lethal Weapons, including tasers, batons, and stun cuffs
- Office Equipment (e.g. desktop computers, scanners, copiers, printers)
- Office Furniture (e.g. file cabinets, desks, chairs)
- Non-Compliant Communication Devices (non-P25 mobile radios)
- Real Estate

Ineligible Costs, Cont.

- Segways, ATVs, and Golf Carts (if the Missouri Department of Revenue/Motor Vehicle requires licensing or registration of the mode of transportation and/or if the vehicle will not be used in ordinary course of routine police patrol)
- Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV)
- Vehicles (with the exception of a "police cruiser") including pick-up trucks, vans, command centers, wheeled armored vehicles, tactical vehicles, etc.
- Vessels (with the exception of a "police boat")

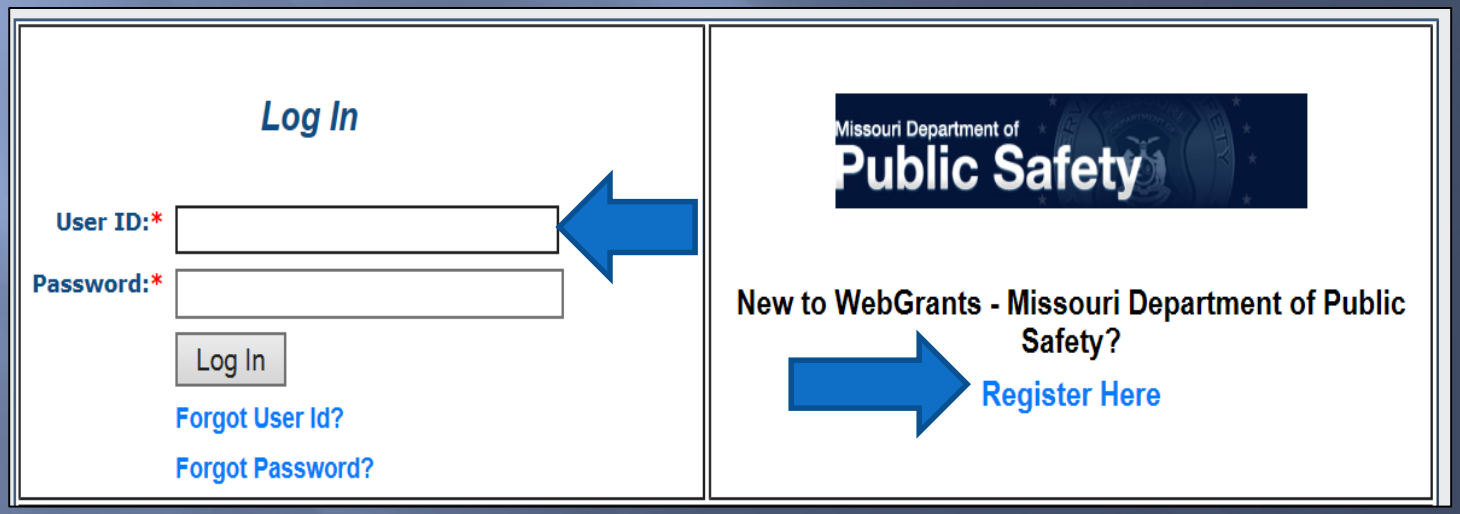
Application Requirements

- By submitting an application, applicants agree to comply with the requirements of the LLEBG Notice of Funding Opportunity and the terms and conditions of the award, should they receive an award.

https://dpsgrants.dps.mo.gov

Application Instructions, Cont.

- Go to: dpsgrants.dps.mo.gov
- Log in or register as a new agency



Application Instructions, Cont.

- Select "Funding Opportunities" and select the 2020a LLEBG Funding Opportunity

Funding Opportunity

- Select FY 2020(a) LLEBG

ID	Agency	Program Area	Opportunity Title	Application Deadline
117900	Criminal Justice Law Enforcement	Local Law Enforcement Block Grant (LLEBG)	FY 2020(a) LLEBG (Test)	Final Application Deadline not Applicable

- The funding opportunity will include a description, attachments, and a link to the LLEBG page on the DPS website

Website Links

Click on the URL to go to website

URL	Description
https://dps.mo.gov/dir/programs/cjle/llebg.php	Department of Public Safety Website, LLEBG information page

Funding Opportunity, Cont.

- Funding opportunity attachements will include

Attachments

Click on the File Name to open attachment

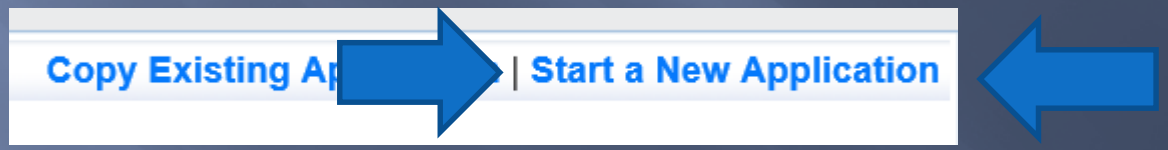
Description	File Name	File Size
FY 2020(a) Certified Assurances Form	2020(a) LLEBG Certified Assurances.pdf	384 KB
FY 2020(a) Application Workshop	2020A LLEBG Application Workshop.pptx	1.4 MB
FY 2020(a) LLEBG Notice of Funding Opportunity (NOFO)	FY2020(a) LLEBG NOFO.docx	97 KB
Radio Interoperability Guidelines	MO DPS Radio Interoperability Guidelines - Certification of Compliance with SAFECOM.pdf	368 KB

- The Notice of Funding Opportunity (NOFO)
- Application Workshop
- Radio Interoperability Guidelines
- FY 2020(a) LLEBG Certified Assuraces Form

Application Instructions

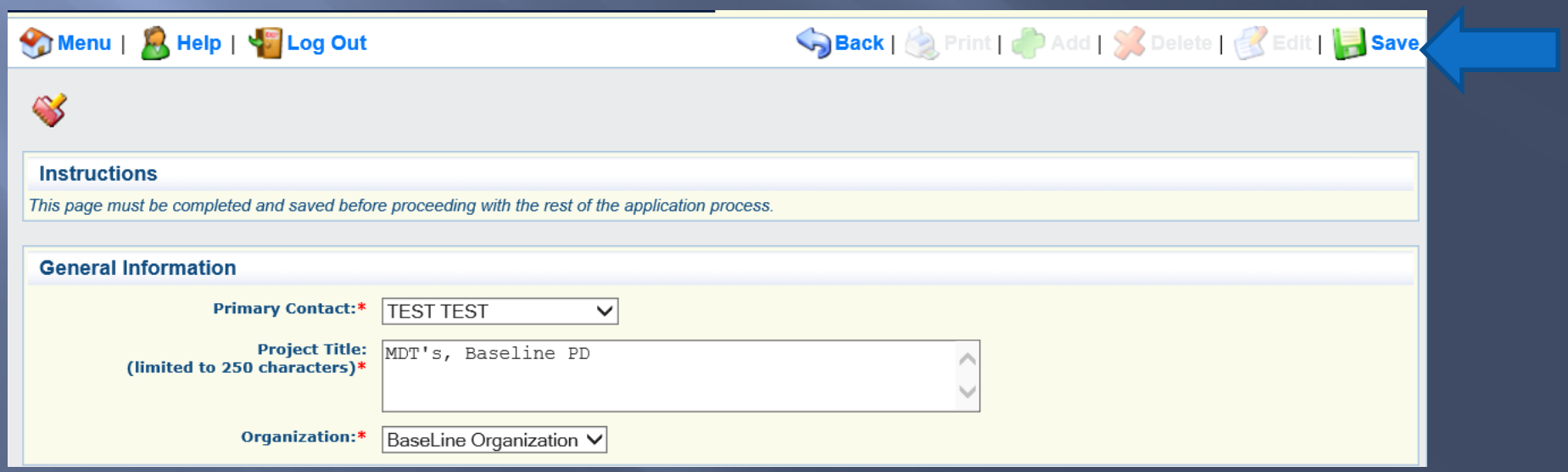
- After opening the "FY 2020(a) LLEBG" Funding Opportunity

- Select "Start New Application"



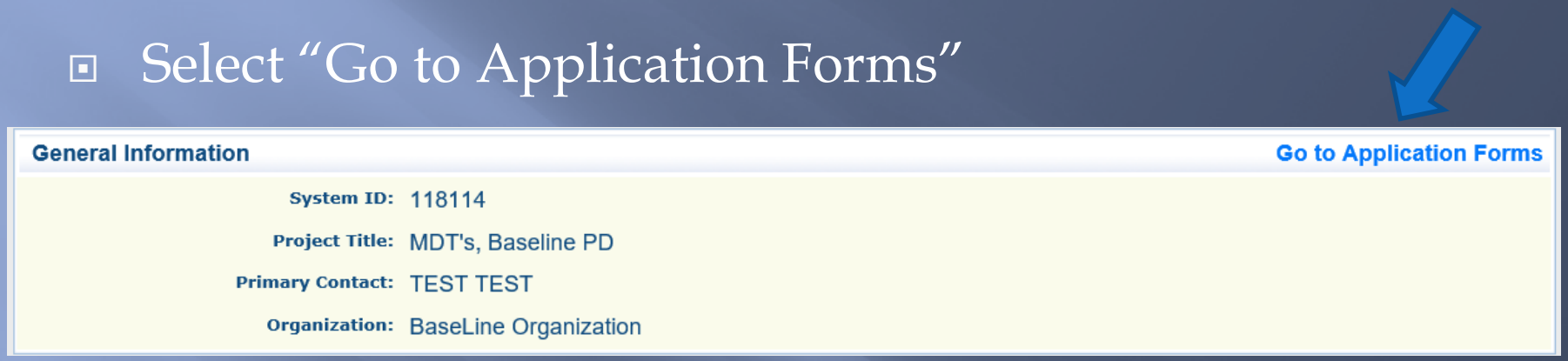
Application Instructions, Cont.

- After selecting "Start a New Application", complete the "General Information" section
- "Project Title" should be short and specific to the project, see example below
- After completing the "General Information," click "Save"

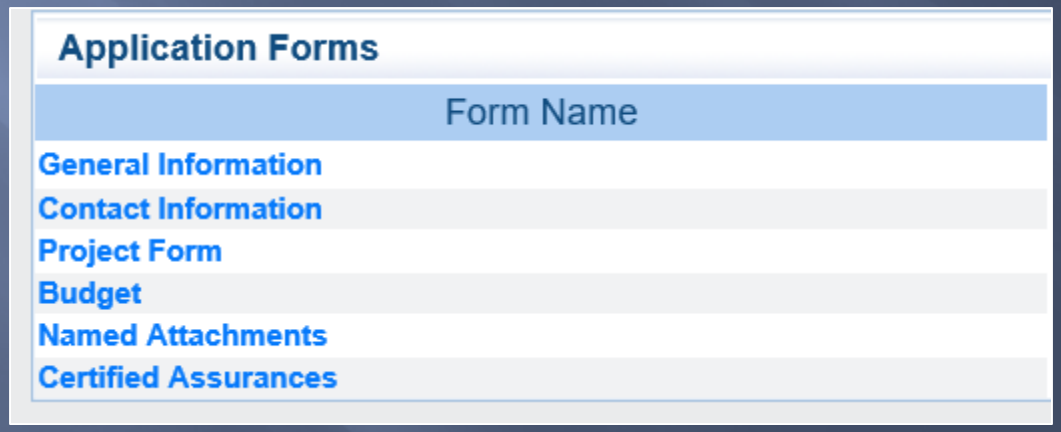


Application Instructions, Cont.

- Select "Go to Application Forms"



- Complete each of the five "Application Forms" with all required information



Contact Information

- Please complete all contact information for
  - Authorized Official
  - Project Director
  - Fiscal Officer
  - Officer in Charge

*****NOTE** The Authorized Official, Project Director, and Fiscal Officer <u>CANNOT</u> be the same person.***

Contact Information, Cont.

- Authorized Official

  The Authorized Official is the individual who has the authority to legally bind the applicant into a contract. Please refer to the list below to help determine the correct Authorized Official for the applicant agency:

  - 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 (e.g.; the Sheriff is not the Authorized Official)
  - If the applicant agency is a college/university, the University President or Campus Chancellor shall be the Authorized Official
  - If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official

In order for an application to be considered eligible for funding, the agency's correct Authorized Official <u>MUST</u> be designated in the "Contact Information" form and must sign the Certified Assurances Form

**** If you are unsure who to list as your agency's Authorized Official please contact the CJ/LE Unit for clarification****

Contact Information, Cont.

- Project Director – The person at the agency that is responsible for ensuring that the project is completed and meets all requirements (i.e. Sheriff, Police Chief, etc.)
- Fiscal Officer – The person at the agency that can answer fiscal and audit questions (i.e. County Clerk)
- Officer in Charge – The person at the agency that will be the prime contact (Not a required section, if this person is the same as the Project Director)

Contact Information Authorized Official, Cont.

- Enter the information requested
  - Required fields are designated with a red asterisk *

Contact Information

Authorized Official

The correct Authorized Official must be the signatory on this grant for the application to be eligible for funding, please see list below.*

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).

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.(The Police Chief is NOT the Authorized Official)

If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official.(The Sheriff is not the Authorized Official)

If the applicant agency is a college/university, the University President (or Campus Chancellor, if applicable) shall be the Authorized Official.

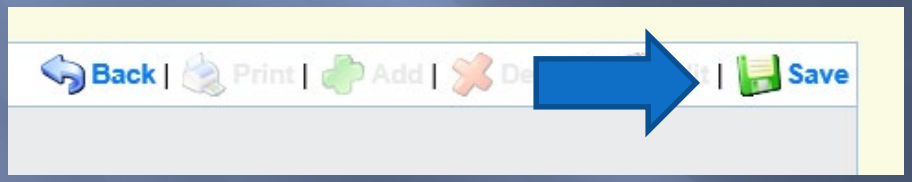
If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official.

****If you are unable to determine the correct Authorized Official for your agency please contact our office at (573)751-5997; (573 522-4094; or (573)522-3455****

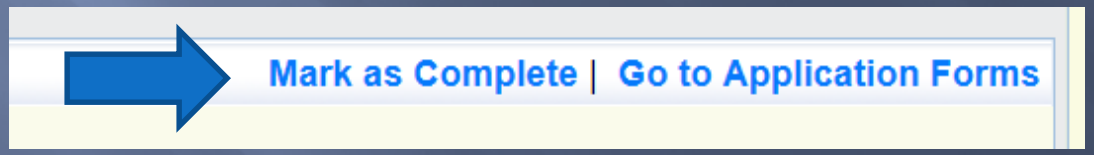
Name:*	Ms. (Title)	Janice (First Name)	Test (Last Name)
Job Title:*	Presiding Commissioner		
Agency:*	Baseline County		
Mailing Address:*	123 Test St. (Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.)		
Street Address 1:	(If a PO Box is entered on the Mailing Address line, enter the physical street address here. Do not repeat the mailing address!)		
Street Address 2:			
City/State/Zip:*	Baseline (City)	Missouri (State)	60000 (Zip)
Email:*	Test@test.com		
Phone:*	111-111-1111	123 (Ext.)	
Fax:			

Contact Information, Cont.

- After all contact information has been entered
  - Select "Save" at the top of the screen

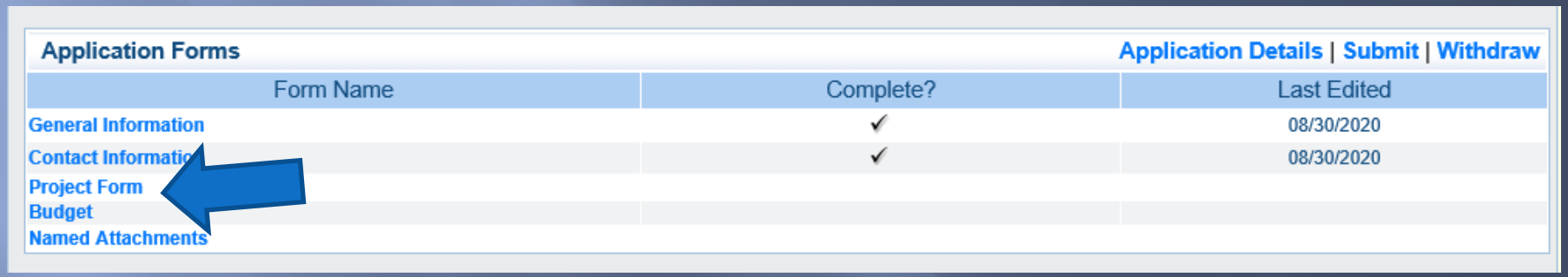


  - After the Contact Section has been saved select "Mark as Complete"

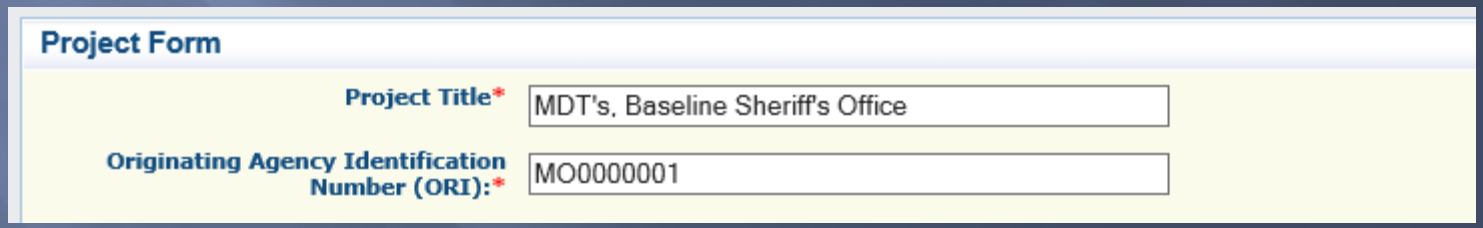


Project Form

- Select "Project Form"



- Fill in the Project Title, and the Originating Agency Identification Number (ORI)



Project Form, Cont.

- Project Description Information is important, all requested information MUST be provided

Project Description:

1. What items are you requesting to purchase?*

List items being requested for purchase.

2. Why are these item(s) needed (why is the agency lacking the requested items, why does the agency need the grant funding for the requested items)?*

Explain why the agency is lacking the items and why the agency needs grant funding for the items.

3. Examples of how the lack of equipment has effected the officers/department.*

Explain how the lack of equipment affects the agency.

4. If the requested items are to replace an existing resource please explain why the replacement is necessary.

Explain why replacement is necessary for these items.

5. Do the requested items require specialized training?*

○ Yes ◉ No

5.1 If yes, please explain how/when training has/will be provided.

Explain how/when training will be provided for the requested items.

6. How often will the requested items be used?*

Daily

6.1 Explain your response:*

Explain how the items will be used daily, weekly, monthly, or annually.

7. Number of officers in your department:*

10

8. Number of Police vehicles utilized by the department:*

10

Project Form, Cont.

6. How often will the requested items be used?* Daily

6.1 Explain your response:*

```
The handcuffs and MDT's will be used by officers
in their daily activities.
**Explain how items will be used (Daily, Weekly,
Monthly, Annually)**
```

7. Number of officers in your department:* 10

8. Number of Police vehicles utilized by the department:* 5

9. Do the requested items help to combat violent crime through information sharing?* (•) Yes ( ) No

9.1 If yes, please describe how:

```
The MDT's through MIBRS will allow the officers
input information necessary to combat violent....
**If yes how will the equipment help to combat
violent crime through information sharing**
```

10. Do the requested items include body cameras? * ( ) Yes (•) No

Body-Worn Cameras (BWCs) Agencies seeking funding for body-worn cameras are encouraged to seek federal funding through the Body-Worn Camera Policy and Implementation Program (BWC PIP), to augment the amount of money available for other LLEBG equipment but will not automatically be denied funding for such items if requested. The BWC PIP allows jurisdictions to develop and implement policies and practices required for effective program adoption, and to address program factors including the purchase, deployment, and maintenance of camera systems and equipment; data storage and access; and privacy considerations. For more information on the BWC PIP, go to ***https://www.bja.gov/ProgramDetails.aspx?Program_ID=115****. LLEBG funds may not be used as any part of the 50% match required by the BWC PIP. Per BJA's FY 2019 JAG Solicitation, agencies seeking funding for body-worn cameras (BWCs) must have policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training. Subrecipients of funding for body-worn cameras must supply the Missouri Department of Public Safety with a copy of such policy(s) and procedure(s) at the time of acceptance of the subaward. It is not necessary to supply a copy at the time of application.*

10.1 If yes, does your agency have body cam policy? ( ) Yes ( ) No

Project Form, Cont.

11. Do the requested items include Body Armor? * ○ Yes ◉ No

Body Armor Agencies seeking funding for body armor 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. The BVP Program is designed to provide a critical resource to state and local law enforcement agencies for the purchase of ballistic-resistant and stab-resistant body armor. For more information on the BVP Program, go to ***https://www.bja.gov/ProgramDetails.aspx?Program_ID=82****. LLEBG funds may not be used as any part of the 50% match required by the BVP Program.*
Per BJA's FY 2019 JAG Solicitation, LLEBG/JAG funds may be used to purchase body armor at any threat level, make, or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards, which can be found online at ***https://www.nij.gov/topics/technology/body-armor/Pages/standards.aspx****.*
Further, per BJA's JAG Solicitation, body armor must be "uniquely fitted vests", which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of: (1) correctly sized panels and carrier, determined through appropriate measurement and (2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. The requirement that body armor be "uniquely fitted" does not necessarily require body armor that is individually manufactured based on the measurements of an individual wearer. In addition, body armor purchased must be made in the United States. Per BJA's JAG Solicitation, agencies seeking funding for body armor 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. Subrecipients of funding for body armor must supply the Missouri Department of Public Safety with a copy of such policy at the time of acceptance of the subaward.

11.1 If yes, does your agency have body armor policy? ○ Yes ○ No

12. Is the applicant agency participating in Missouri Incident-Based Reporting System (MIBRS)? * ◉ Yes ○ No

12.1 If no, please provide the plan and timeline for your agency to begin reporting.

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.*

13. Does your agency currently have a written policy on Recording of Custodial Interrogations? * ◉ Yes ○ No

Section 43.544 RSMo *– Written Policy on Forwarding Intoxication-Related Traffic Offenses Pursuant to 43.544.1 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.*

14. Does your agency currently have a written policy on Forwarding Intoxication - Related Traffic Offenses. * ◉ Yes ○ No

Audit Details

- Complete the "Audit Details" section indicating whether the Applicant Agency has exceeded the federal expenditure threshold of $750,000 in federal funds during the last fiscal year
  - This information can be found on the agency's most recent audit or annual financial statements (the total amount of federal funds expended is derived from all federal sources)

Audit Details, Cont.

Audit Details

15. Has the Applicant Agency exceeded the federal expenditure threshold of $750,000 in federal funds during agency's last fiscal year?:**

○ Yes ○ No

If the applicant agency exceeded the federal expenditure threshold in their last fiscal year, they must have their Single Audit or Program Specific Audit completed and submitted to the OHS within nine (9) months after the end of the audited fiscal year.

16. Date last audit completed:MM/DD/YYYY*

If an agency has never had an audit, please enter the date of their last annual financial statement.

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

☐

Risk Assessment

- The 2 CFR 200.331 (b) requires DPS, CJ/LE (as a pass-through entity) to evaluate each subrecipients's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward

- The "Risk Assessment" section is to gather information the awarding agency (DPS) will use to conduct the required risk assessment, of your agency

- Depending on the responses to these questions, the awarding agency may contact you for additional information

Risk Assessment:

18. Does the applicant agency have new personnel that will be working on this award?:*	○ Yes ○ No
19. Does the applicant agency have a new fiscal or time accounting system that will be used on this award?:*	○ Yes ○ No
20. Does the applicant agency receive any direct Federal awards?:*	○ Yes ○ No
21. Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?:*	Yes ✓

Certified Assurances

- The Authorized Official is the individual who has the authority to legally bind the applicant into a contract.
- In order to be eligible for the LLEBG grant opportunity, the Certified Assurances document MUST be filled out and signed by the applicant agency's Authorized Official and submitted with the application.

Certified Assurances, Cont.

- The "Certified Assurances" are located at the bottom of the Project Form

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:

2020(a) 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 'Named Attachments' form where needed.

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

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

******The correct Authorized Official must be the signatory on this grant for the application to be eligible for funding, please see list below.******

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If the applicant agency is a college/university, the University President (or Campus Chancellor, if applicable) shall be the Authorized Official.

If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official.

*****If you are unable to determine the correct Authorized Official for your agency please contact our office at (573)751-5997, (573)522-4094, or (573)522-3455*****

24. Authorized Official Name:*

25. Job Title:*

26. Date:*

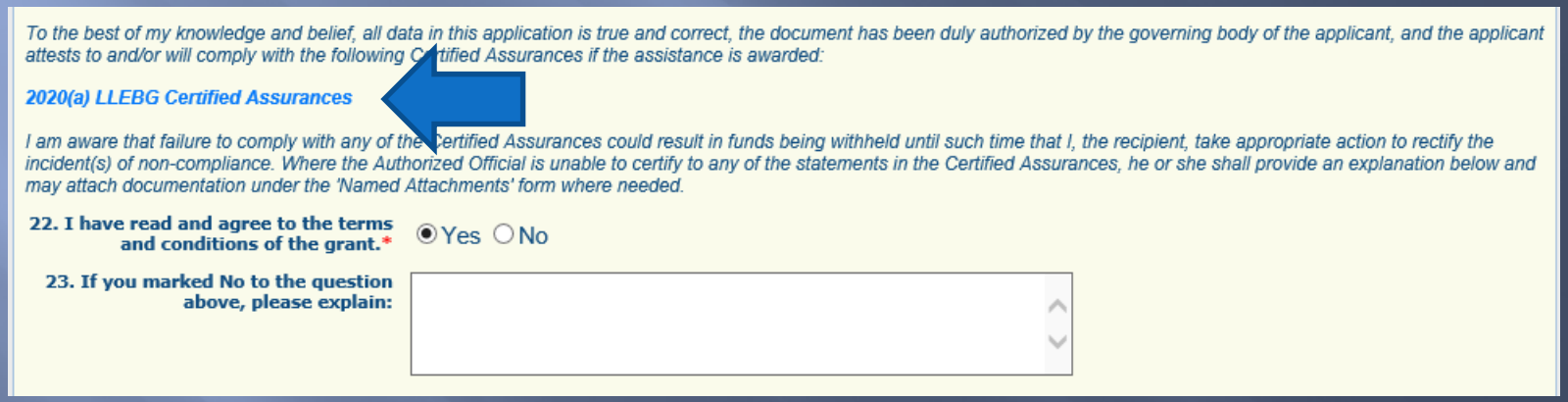
**** Click on the link to the 2020(a) LLEBG Certified Assurances listed above. The form must be signed by the Authorized Official and attached to be eligible for funding****

27. Signed Document Upload:* Browse...

Applications can be saved without the Authorized Official's information while they review, but <u>MUST</u> be completed before the form can be marked complete

Certified Assurances, Cont.

- Select the blue link titled "2020(a) LLEBG 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:

2020(a) 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 'Named Attachments' form where needed.

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

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

- This link will open a form that MUST be signed by the Authorized Official and attached to the application

Certified Assurances, Cont.

- When you click on the link the form will open enter these required fields:
  - Agency Name
  - Project Title
  - Authorized Official

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)
2020(a) Local Law Enforcement Block Grant CERTIFIED ASSURANCES

Agency Name: _____

Project Title: _____

Authorized Official: _____

Certified Assurances, Cont.

- The correct Authorized Official **MUST** sign and date the Certified Assurances

IMPORTANT: To be eligible for the Local Law Enforcement Block Grant LLEBG 2020(a) grant opportunity this form must be dated and signed by the correct Authorized Official and submitted with the grant application.

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 University President (or Campus Chancellor, if applicable) shall be the Authorized Official.
- If the applicant agency is a state department, the Department/Division Director head shall be the Authorized Official.

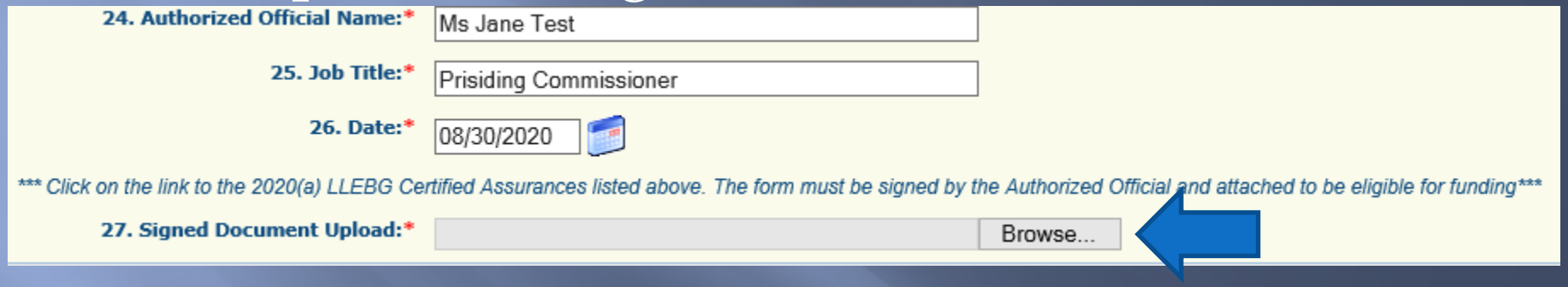
If you are unable to determine the correct Authorized Official for your agency please contact our office at (573) 526-9014

Authorized Official Signature: _____

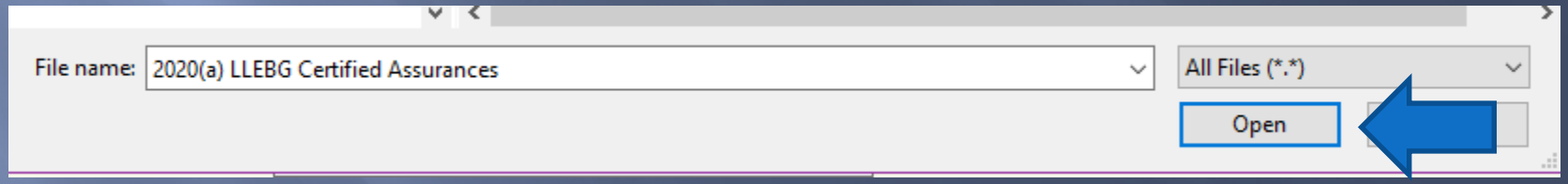
Date: _____

Certified Assurances, Cont.

- To upload the signed form select "Browse"

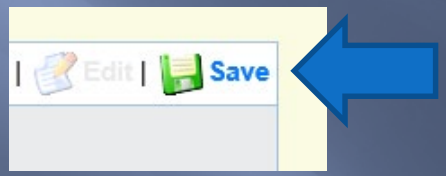


- Browse the files on your computer and select the signed document, and select "Open"

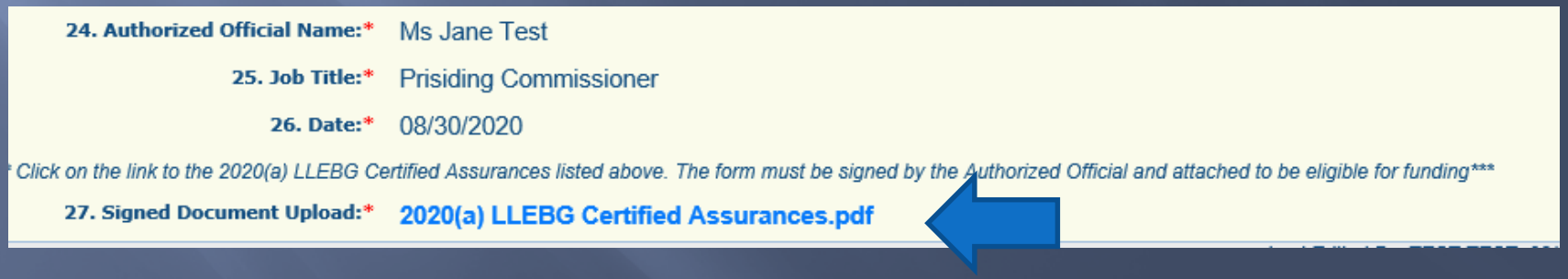


Project Form, Cont.

- After the form has been added select "Save" at the top of the Project Form

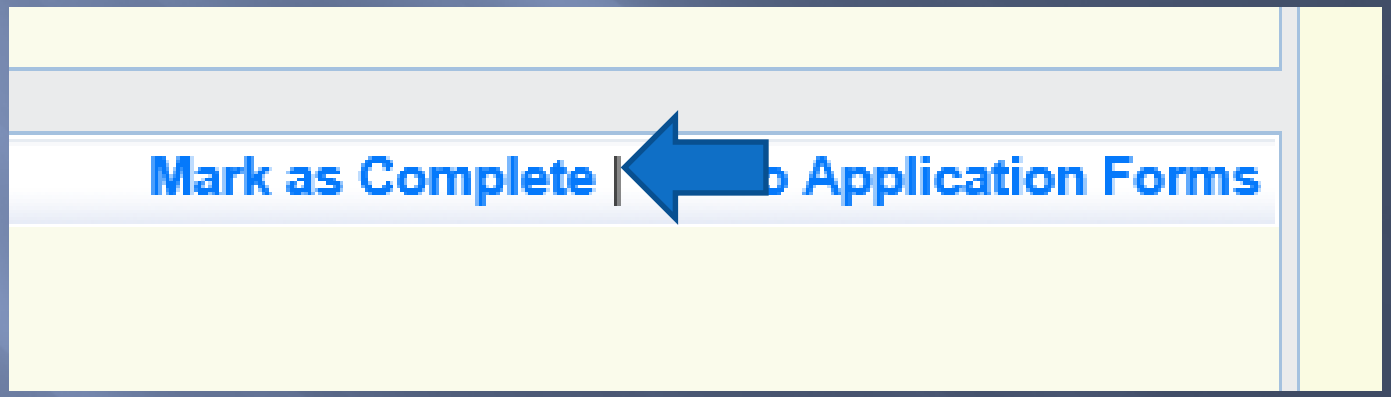


- After selecting save verify that the signed Certified Assurances form is attached; it will be displayed at the bottom of the form



Project Form, Cont.

- When all information has been added to the Project form select “Mark as Complete”



Budget Form

Enter each budget line by selecting "Add" and completing all required information, then select "Save"

- Equipment Item – defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year. Items that do not meet the equipment definition should be requested under the Supplies category

- Supply – Requested items that do not meet the threshold for equipment

Budget – Equipment

- To enter the budget, select "Add" and complete the required information and "Save"

Equipment Go to Application Forms | Add

All equipment items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year. Items that do not meet the equipment definition should be requested under the Supplies category

Equipment quotes may be uploaded in Names Attachment section of the application.

The cost of accessories, shipping and installation for requested equipment items should be included in the budget line for the corresponding Equipment item.

Item	Description	Unit Cost	Quantity	Cost	Federal Funds Requested	Total Cost

Budget – Equipment, Cont.

Enter:

- Item Name
- Description
- Unit Cost
- Quantity
- Federal Funds Requested
- Select "Save" when complete

Equipment

All equipment items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year. Items that do not meet the equipment definition should be requested under the Supplies category

Equipment quotes may be uploaded in Names Attachment section of the application.

The cost of accessories, shipping and installation for requested equipment items should be included in the budget line for the corresponding Equipment item.

For the Item field, identify the item type being requested (e.g. Police Cruiser, Lightbar, Siren, In-Car Camera, Portable Radio, Mobile Radio, Trauma Kit, Ballistic Vest, Reflective Vest, etc). Enter the basic item name and then the quantity in parentheses (e.g. Lightbar (10), Mobile Radio (2), Reflective Vest (5), etc.). Refer to the Notice of Funding Opportunity for examples of eligible and ineligible equipment.

Item* [ ]

For the Description field, provide any necessary details, if applicable, to describe the Item identified above, such as brand/manufacturer, 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.

However, if requesting mobile radios, portable radios, and/or repeaters, 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" included in the attachments of the FY 2020(a) LLEBG Funding Opportunity.

Description [ ]

For the Unit Cost field, provide the unit cost price of the Item identified above. If applicable, costs such as shipping, installation, programming, etc may be included with the unit cost.

Unit Cost* [$0.00]

For the Quantity field, provide the requested number of units of the Item identified above to be purchased.

Quantity* [ ]

Federal Funds Requested* [$0.00]

Maximum allowable for this grant is $9,999.99

Budget – Equipment, Cont.

- After selecting "Save" the budget line will be added to the budget

Equipment Mark as Complete | Go to Application Forms | Add

All equipment items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year. Items that do not meet the equipment definition should be requested under the Supplies category

Equipment quotes may be uploaded in Names Attachment section of the application.

The cost of accessories, shipping and installation for requested equipment items should be included in the budget line for the corresponding Equipment item.

Item	Description	Unit Cost	Quantity	Cost	Federal Funds Requested	Total Cost
Mobile Data Terminals (5)	MDT's that will have access to MIBRS	$1,000.00	5.0	$5,000.00	$5,000.00	**$5,000.00**
				$5,000.00		**$5,000.00**

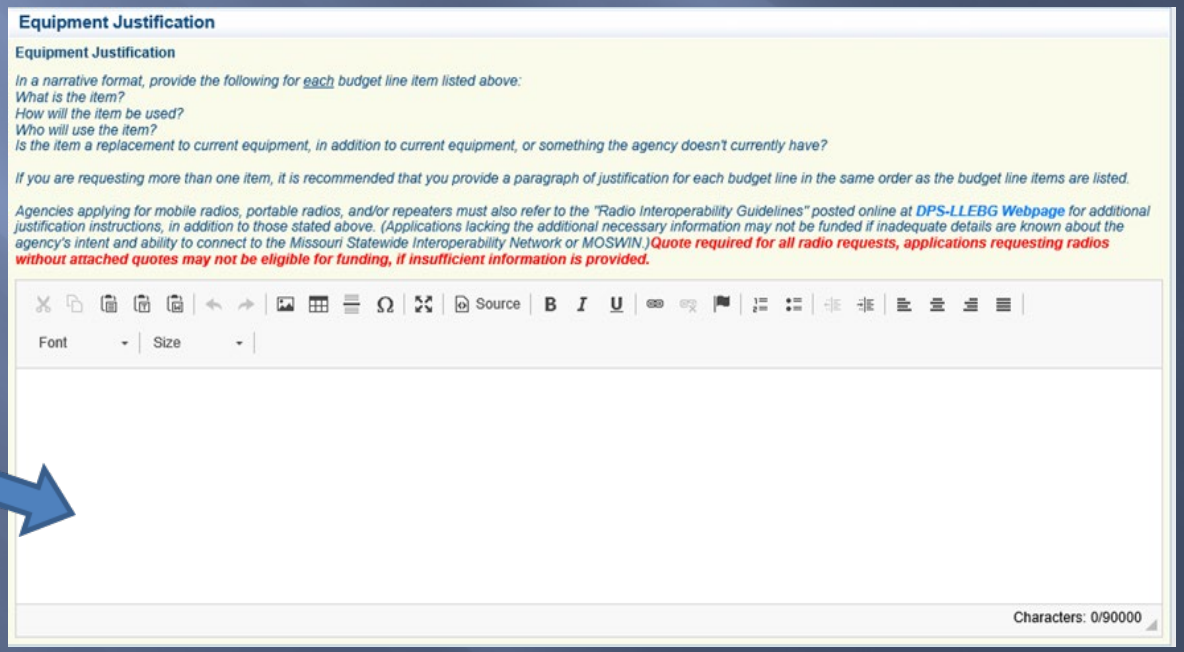
- Select "Add" for any additional Equipment Items

Budget Form, Cont.

- Provide required justification for all budget lines by clicking "Edit" at top of the page
- Justification for all sections can be completed at one time

Budget – Equipment, Cont.

- Justification should be provided separately for each equipment line.
  - Identify what is the item(s) being requested.
  - Address how the item(s) will be used.
  - Indicate who will used the requested item(s).
  - Describe if the item(s) is a replacement, an addition, or something that the agency does not currently have.
  - Agencies applying for mobile radios, portable radios, and/or repeaters must also refer to the "Radio Interoperability Guidelines" for additional justification instructions: https://dps.mo.gov/dir/programs/ohs/documents/radio-interoperability-guidelines.pdf



Budget – Supplies

- To enter the budget, select "Add" in the Supplies section and complete the required information and "Save"

Supplies **Add**

Items that do not meet the definition of equipment "items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year." should be listed under the Supplies category

Quotes for Supplies may be uploaded in Names Attachment section of the application.

The cost of accessories, shipping and installation for requested equipment items should be included in the budget line for the corresponding Equipment item.

Item	Description	Unit Cost:	Quantity	Cost	Federal Funds Requested	Total Cost

Budget – Supply, Cont.

Enter:

- Item Name
- Description
- Unit Cost
- Quantity
- Federal Funds Requested
- Select "Save" when complete

Supplies

Items that do not meet the definition of equipment "items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year." should be listed under the Supplies category

Quotes for Supplies may be uploaded in Names Attachment section of the application.

The cost of accessories, shipping and installation for requested equipment items should be included in the budget line for the corresponding Equipment item.

For the Item field, identify the item type being requested (e.g. Trauma Kit, Ballistic Vest, Reflective Vest, etc). Enter the basic item name and then the quantity in parentheses (e.g. Lightbar (10), Mobile Radio (2), Reflective Vest (5), etc.). Refer to the Notice of Funding Opportunity for examples of eligible and ineligible equipment.

Item* [ ]

For the Description field, provide any necessary details, if applicable, to describe the Item identified above, such as brand/manufacturer, 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.

The cost of accessories, shipping and installation for requested Supply items should be included in the budget line for the corresponding Supply line.

Description [ ]

For the Unit Cost field, provide the unit cost price of the Item identified above. If applicable, costs such as shipping, installation, programming, etc may be included with the unit cost.

Unit Cost:* $0.00

For the Quantity field, provide the requested number of units of the Item identified above to be purchased.

Quantity* [ ]

Federal Funds Requested* $0.00

Maximum allowable for this grant is $9,999.99

Budget – Supply, Cont.

- After selecting "Save" the budget line will be added to the budget

Supplies Add

Items that do not meet the definition of equipment "items are defined as tangible property having an acquisition cost of $1,000 or more, and a useful life of more than one year." should be listed under the Supplies category

Quotes for Supplies may be uploaded in Names Attachment section of the application.

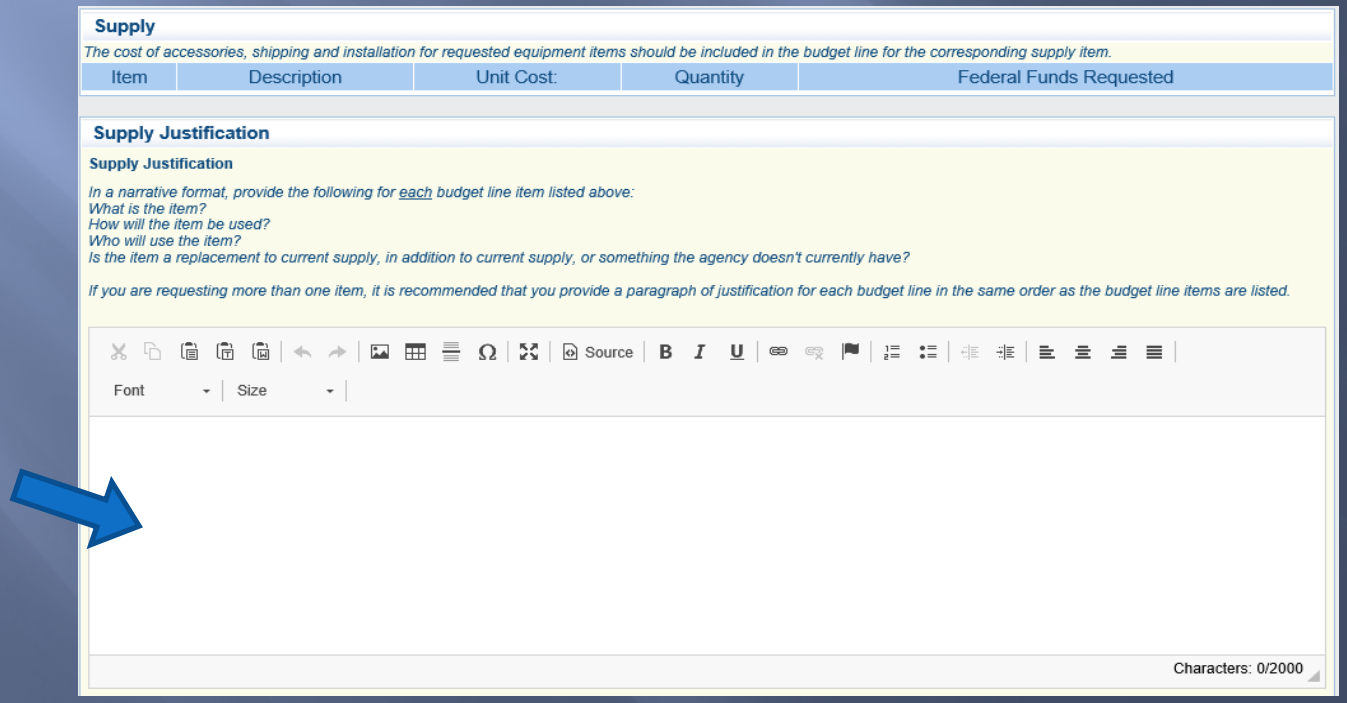
The cost of accessories, shipping and installation for requested equipment items should be included in the budget line for the corresponding Equipment item.

Item	Description	Unit Cost:	Quantity	Cost	Federal Funds Requested	Total Cost
Handcuffs (10)		$75.00	10.0	$750.00	$750.00	$750.00
Trauma Kits (10)		$150.00	10.0	$1,500.00	$1,500.00	$1,500.00

- Select "Add" for any additional Supplies

Budget – Supply, Cont.

- Justification should be provided separately for each equipment line.
  - Identify what is the item(s) being requested.
  - Address how the item(s) will be used.
  - Indicate who will used the requested item(s).
  - Describe if the item(s) is a replacement, an addition, or something that the agency does not currently have.



Named Attachments

- It is recommended that all applications include a quote (cost basis)
  - Examples: Vendor quotes, screenshots of website costs, etc.

- Applications that include quotes will receive an additional point in the review process

Named Attachments, Cont.

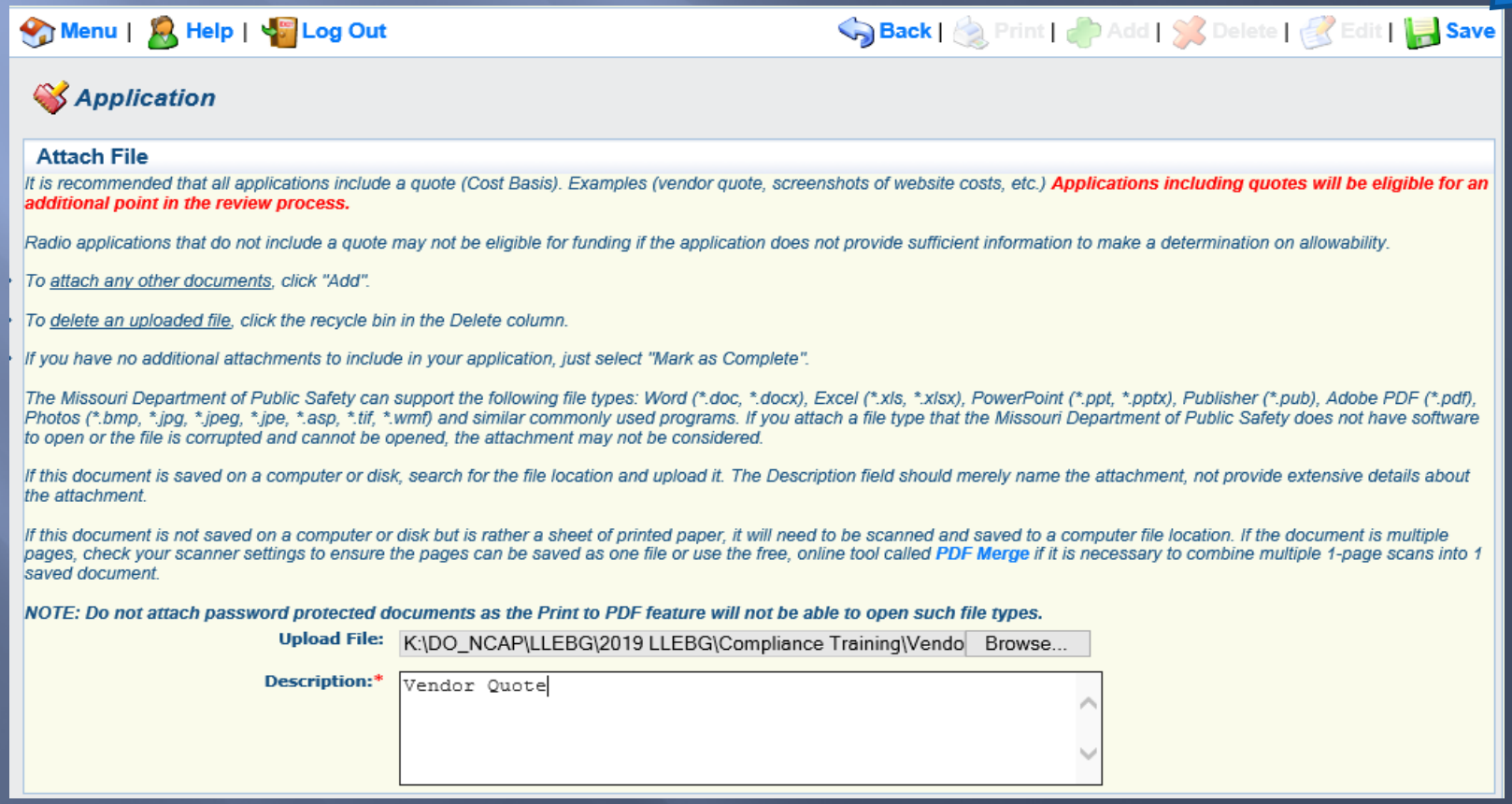
- To add an attachment select the name of the attachment

Named Attachments Go to Application Forms

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
Audit (If no audit is available the most recent Financial Statement):	Test	Test.docx	docx	13 KB	08/30/2020	
Federal Fund Schedule (If not included in the audit):				13 KB		
Quote:				13 KB		
Other:				13 KB		
Other:				13 KB		
Other:				13 KB		

Named Attachments, Cont.

- Browse to select document
- Add a description to identify the document in the application and select "Save"



Application Instructions

- The LLEBG application process is competitive, CJ/LE will not request additional information from applicants prior to the funding determination process

- Information provided in the application will be used to determine the score, to ensure that your application receives all available points please ensure that all necessary information is provided

Submission

- All forms **must be** marked complete in order to submit the application
- When everything is complete select "Submit"

Application Forms Application Details | Submit

Form Name	Complete?	Last Edited
General Information	✓	08/30/2020
Contact Information	✓	08/30/2020
Project Form	✓	08/30/2020
Budget	✓	08/30/2020
Named Attachments	✓	08/30/2020

All applications must be submitted prior to the deadline of September 25, 2020 at 5:00 pm CST

CJ/LE Contacts

Points of contact for WebGrants system issues

- Program Manager – Joni McCarter
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- Grant Officer – Alecia Cameron
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- Grant Officer – Amelia Hentges
  (573) 522-4094
  Amelia.Hentges@dps.mo.gov

- Grant Officer – Sarah Crawford
  (573) 522-3455
  Sarah.Crawford@dps.mo.gov