MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
CRIMINAL JUSTICE/LAW ENFORCEMENT (CJ/LE) UNIT

2012 LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)

GUIDE TO WEBGRANTS AND APPLYING FOR FUNDING

August 12, 2011

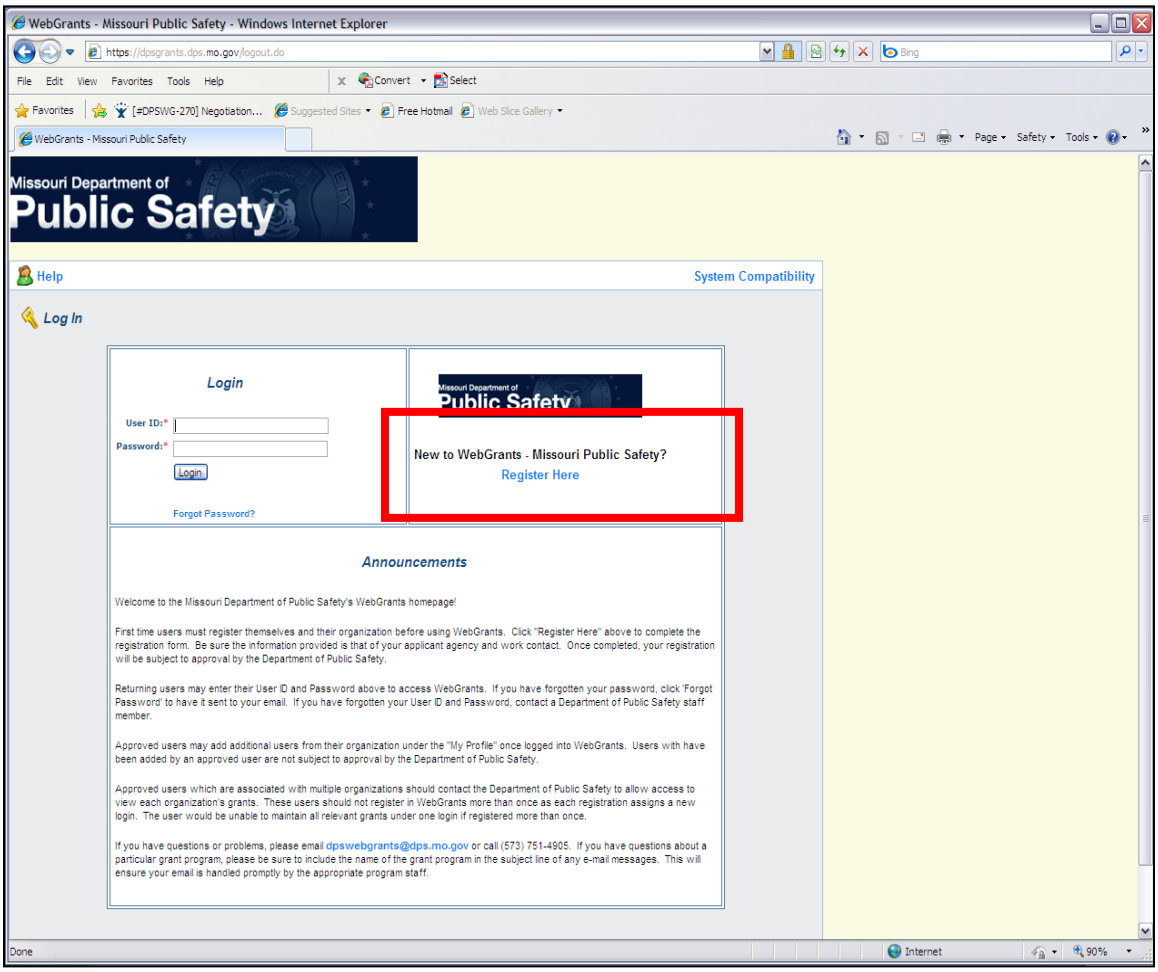
Fields marked with a red asterisk (*) are required fields. You are unable to save, submit, or perform any similar action if you do not complete all required fields on the form.

1. Register in WebGrants

If you or your organization has not yet registered, you will first need to register. If you or someone within your organization has registered, skip to step #2 on page 4.

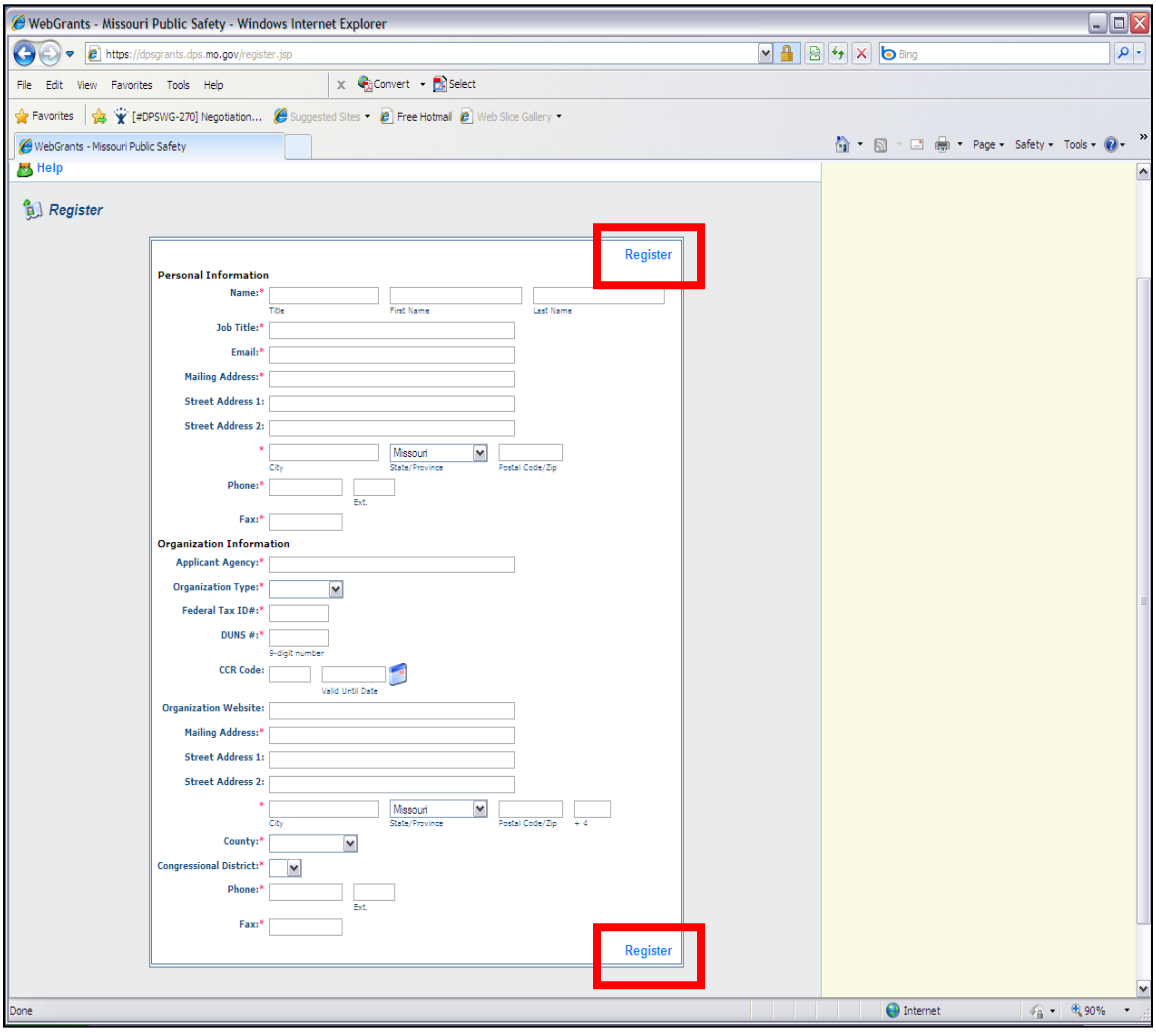
a. Go to https://dpsgrants.dps.mo.gov

b. Click "Register Here"



c. Complete the registration form; click "Register" when completed. **Only one individual from an agency should complete the registration form.** *(Once approved, the approved user can Add additional users within their organization under the My Profile module.)*

Refer to the 2012 LLEBG Solicitation for specific information and guidance with each line.



d. Registrant will receive a confirmation email informing he/she that the registration has been submitted to the Missouri Department of Public Safety (MO DPS) for review.

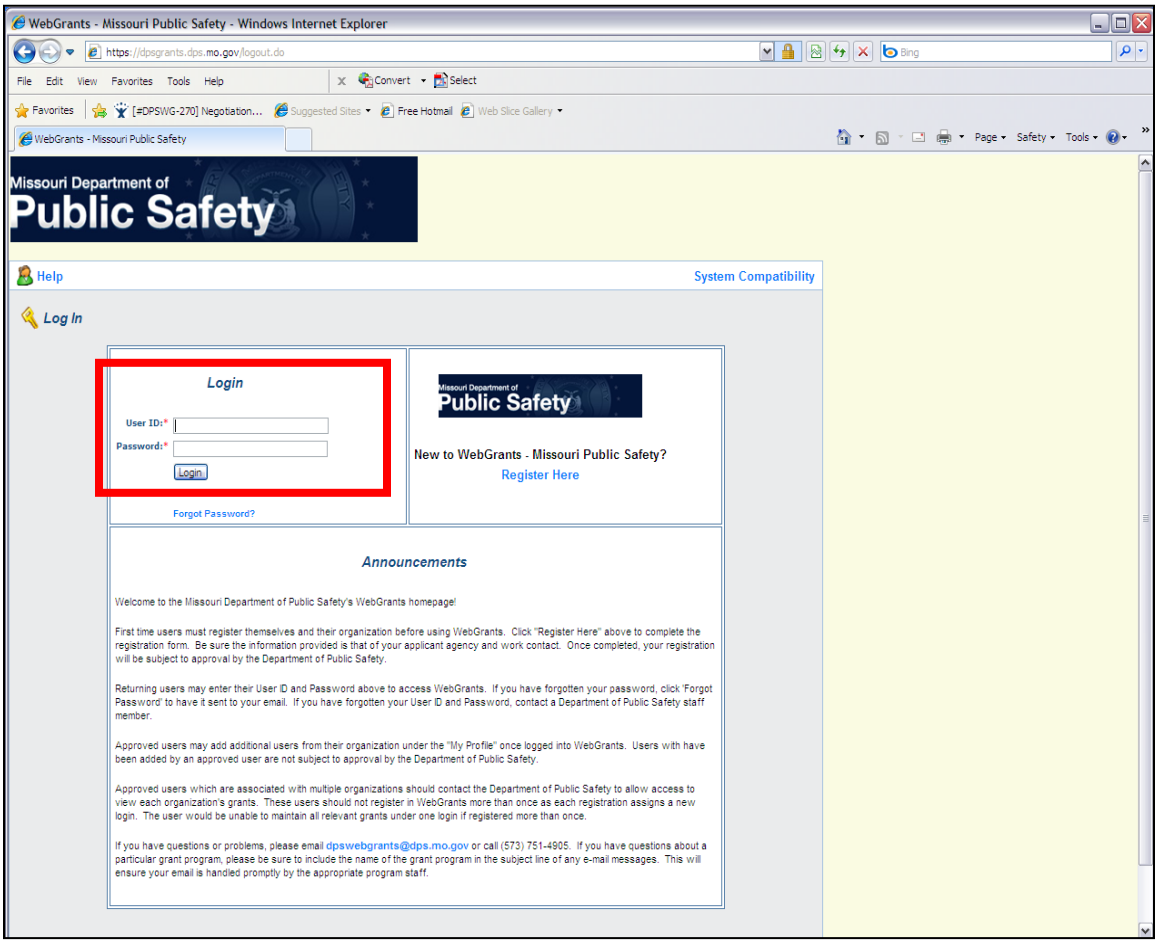
e. The MO DPS will also receive an email indicating a new user has registered in WebGrants

f. The MO DPS will review the registration and approve or disapprove. The MO DPS will be in contact with the registrant if any of the information provided is incorrect or unclear. If approved, an email will be sent to the registrant with his/her User ID and Password. If disapproved, an email will be sent to the registrant including the reason for denial (e.g. if the applicant is already a registered user).

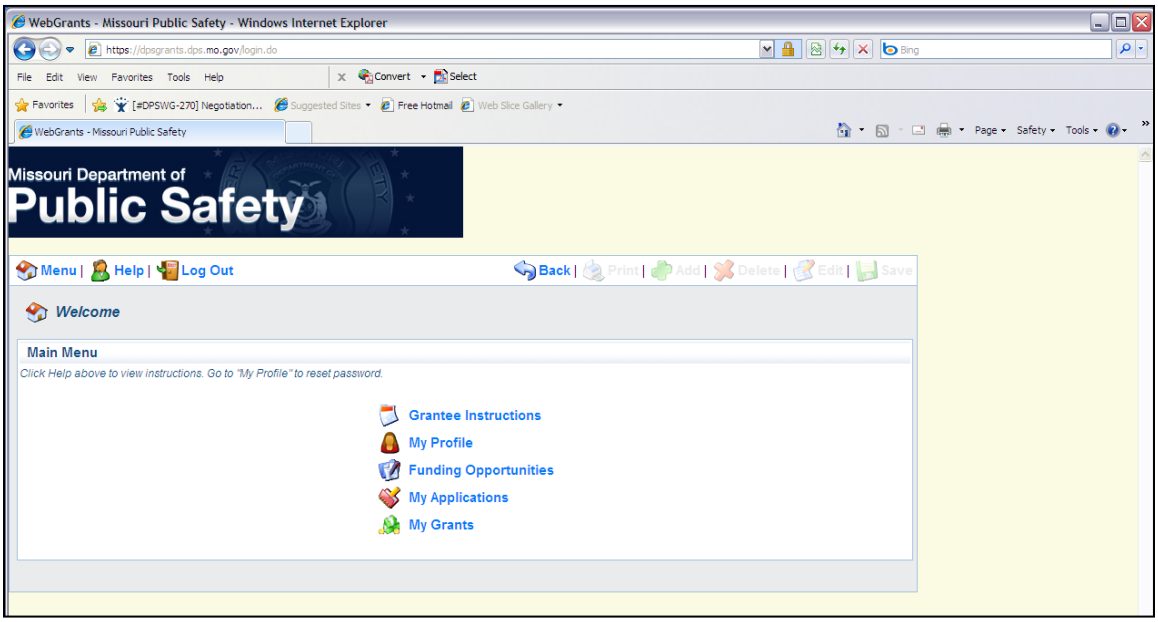
Registrants should make sure to add dpswebgrants@dps.mo.gov to their Safe Sender List so that the emails are not sent to their junk/spam account and never received.

2. Log-in to WebGrants

a. With the User ID and Password provided, login to the system.



b. The following screen will appear to all grantees:



3. Add Additional Users

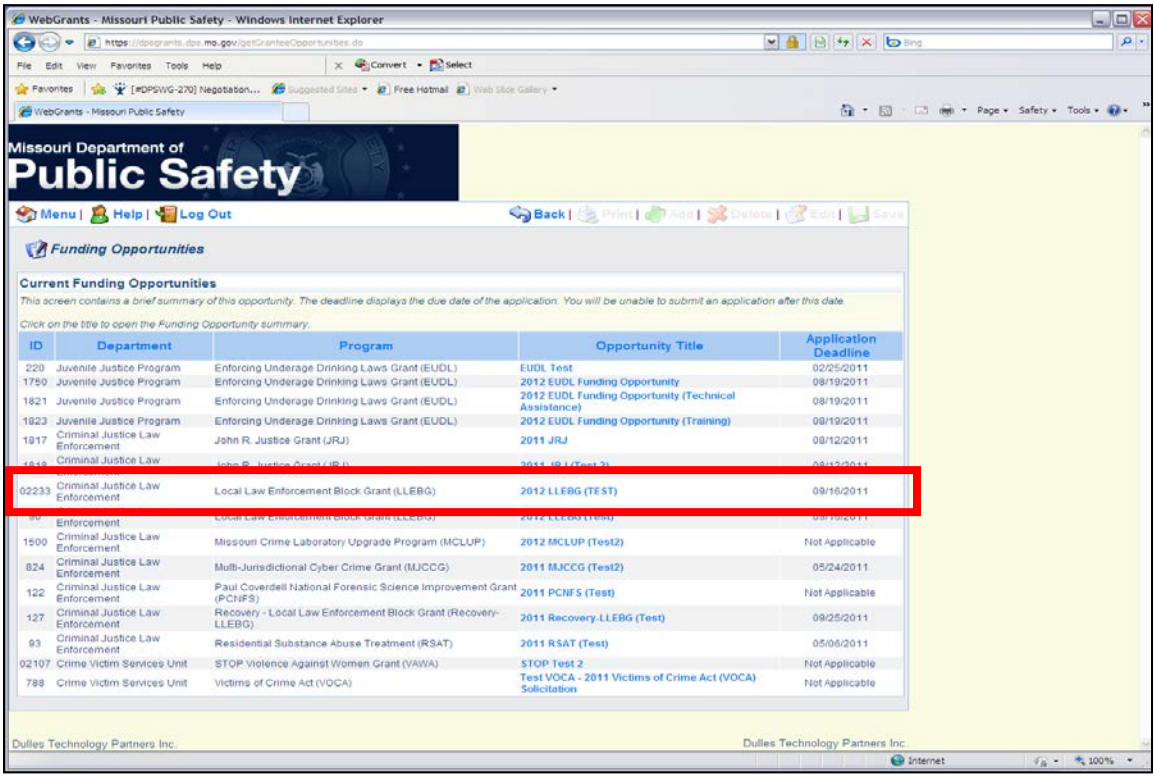
If you need to add additional users (i.e. grant writer, city clerk, county treasurer, Chief, Sheriff, Commissioner, Director, etc.) to your registered organization, you should do so by the following steps:

a. On the Main Menu, click on "My Profile"
b. Click on the blue hyperlink for your Associated Organization
c. Click the "Add" button under the Registered Users table
d. Individuals that are added by a registered user are not subject to MO DPS approval; these individuals will receive an email with their User ID and Password

4. Search for Funding Opportunity

a. On the Main Menu, click on "Funding Opportunities"

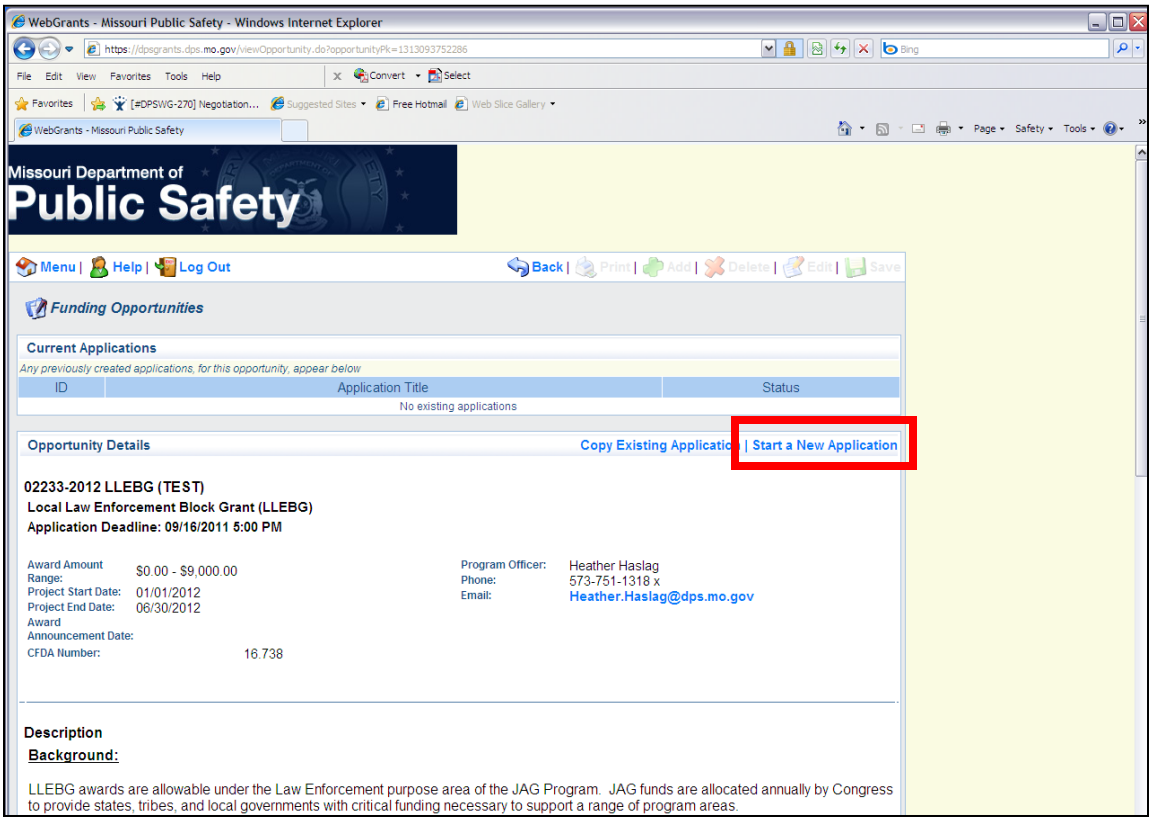
b. Search for the 2012 LLEBG opportunity and click on the blue hyperlink



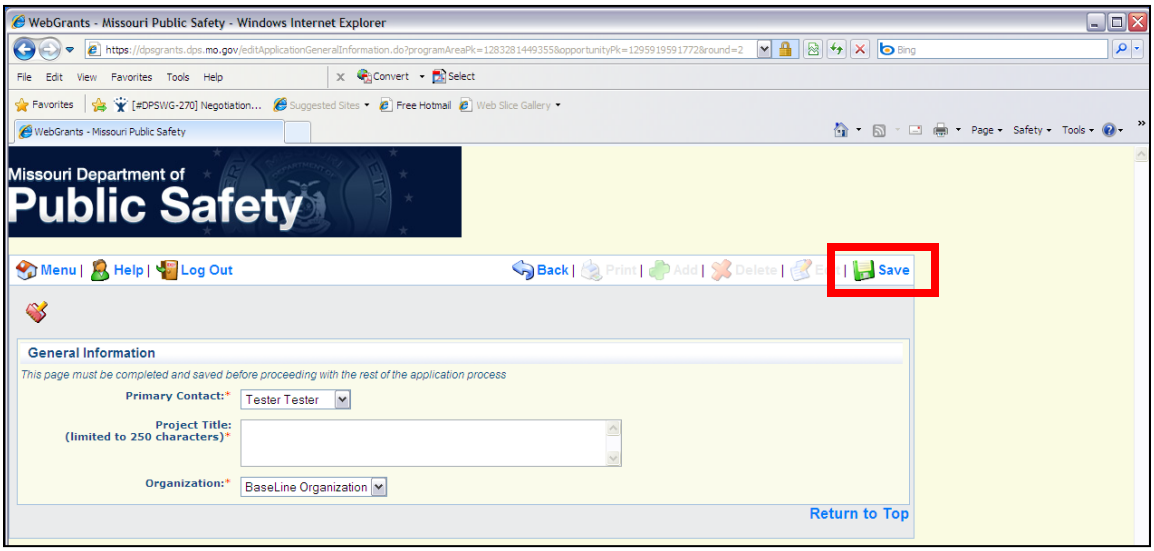
NOTE: This is a screen shot from the test environment. The real funding opportunity screen will look slightly different and the 2012 LLEBG Opportunity will be labeled "2012 LLEBG", not 2012 LLEBG (Test).

5. Create an Application

a. Click "Start a New Application"

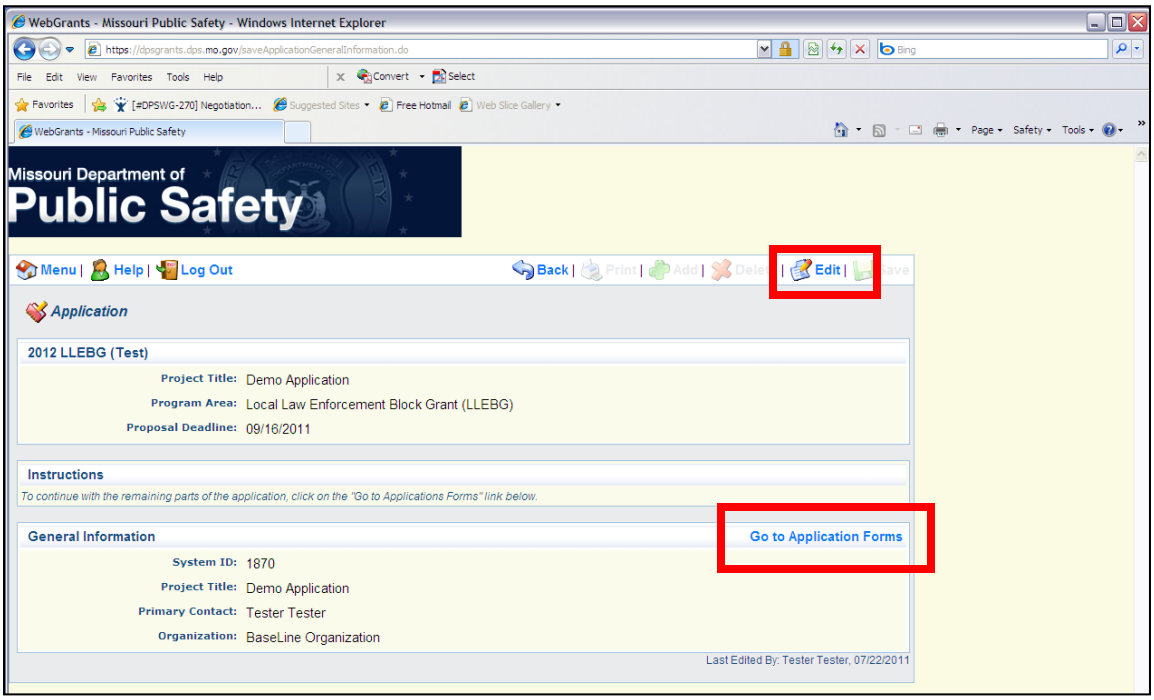


b. Complete the "General Information" form; click "Save" when completed

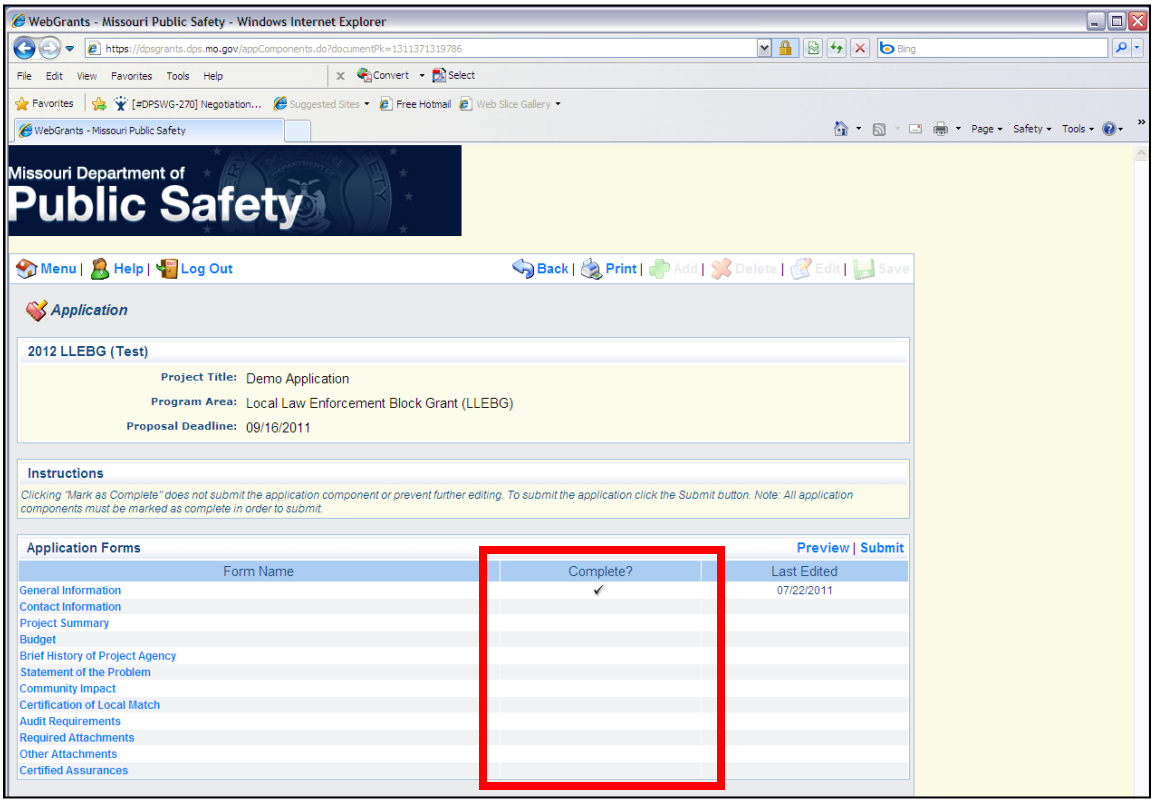


- Primary Contact – will pre-populate with the name of the user *(this individual will get all emails during the application and application negotiation phase)*
- Project Title – short creative title for your project *(do not use LLEBG or Local Law Enforcement Block Grant because that is the name of the program)*
- Organization – will pre-populate with the name of the organization(s) associated to the user

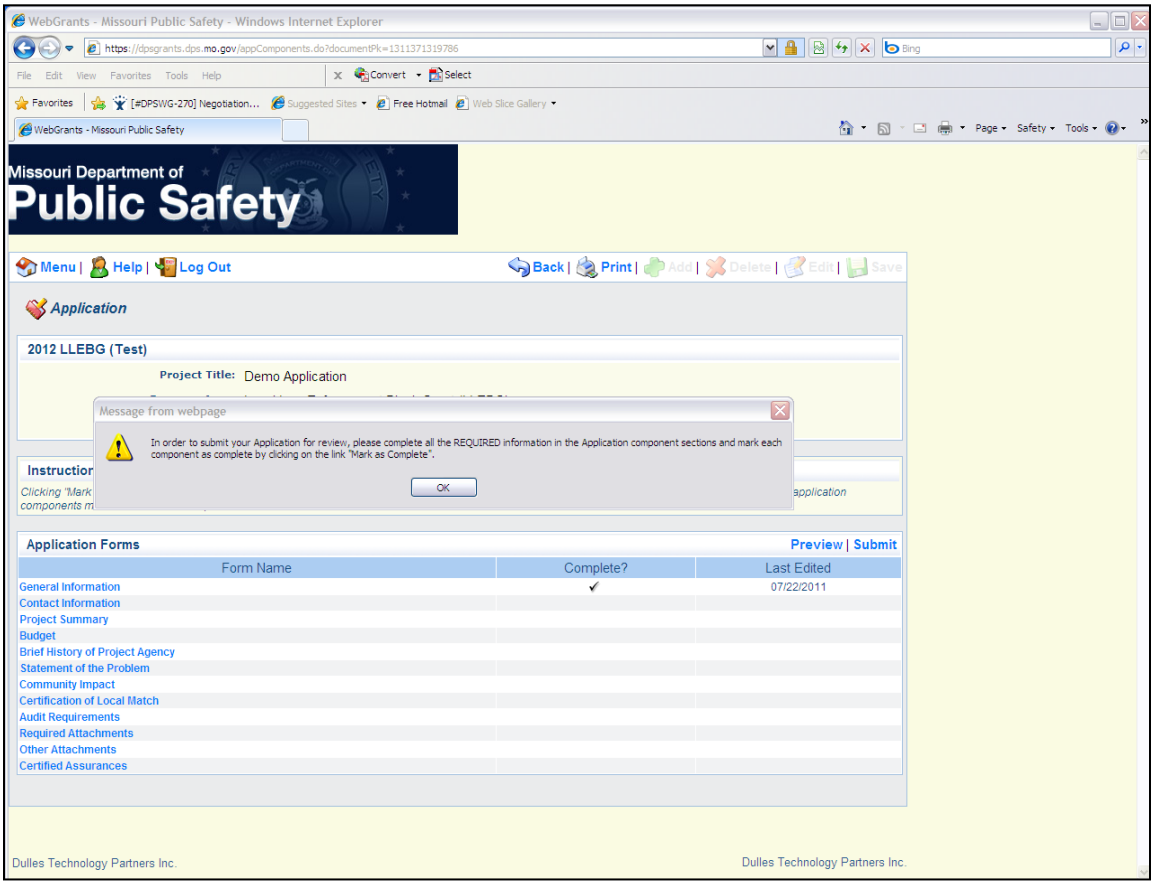
c. Once saved, will return to a read-only view of the “General Information” form. If revisions need to be made to the information provided, click “Edit”. If no revisions need to be made, click “Go to Application Forms”.



d. Complete each of the application forms as requested; click “Mark as Complete” as you go. Until a checkmark is in each row, the application cannot be submitted.



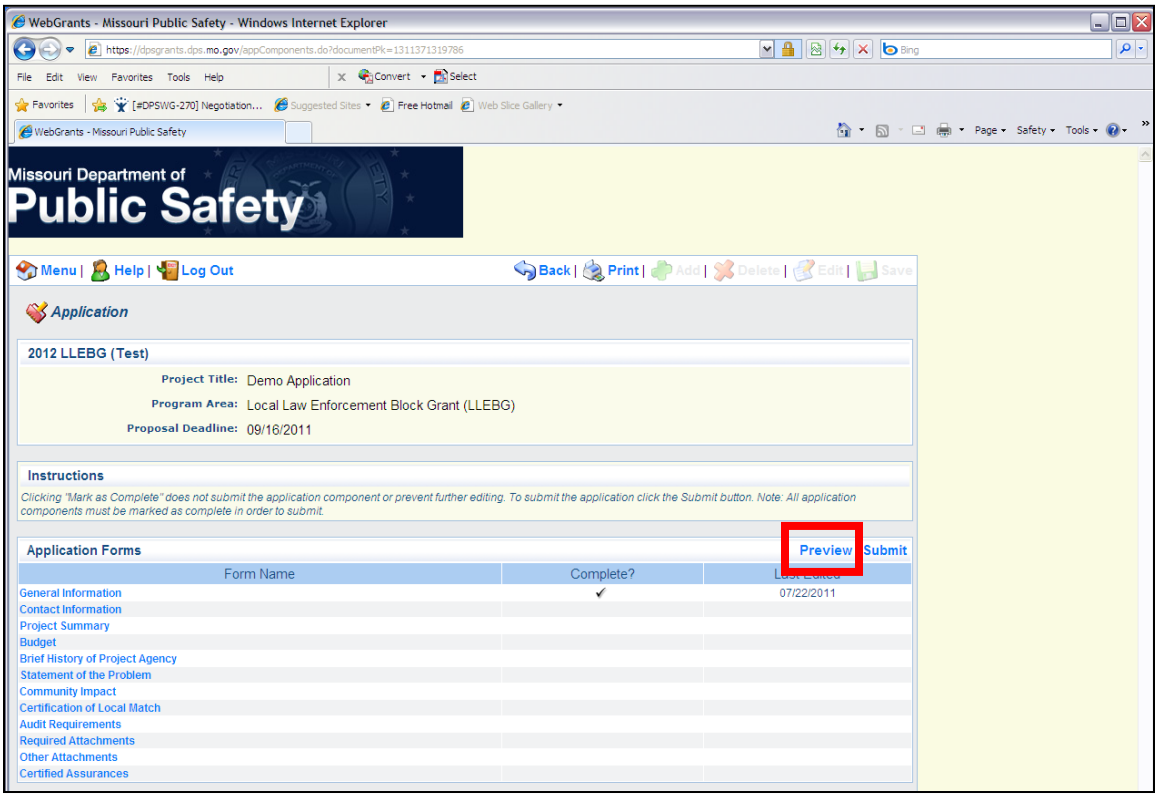
e. If you try to click “Submit” before each application form is marked complete, you will receive a dialog box that says: *In order to submit your Application for review, please complete all the REQUIRED information in the Application component sections and mark each component as complete by clicking on the link “Mark as Complete”.*



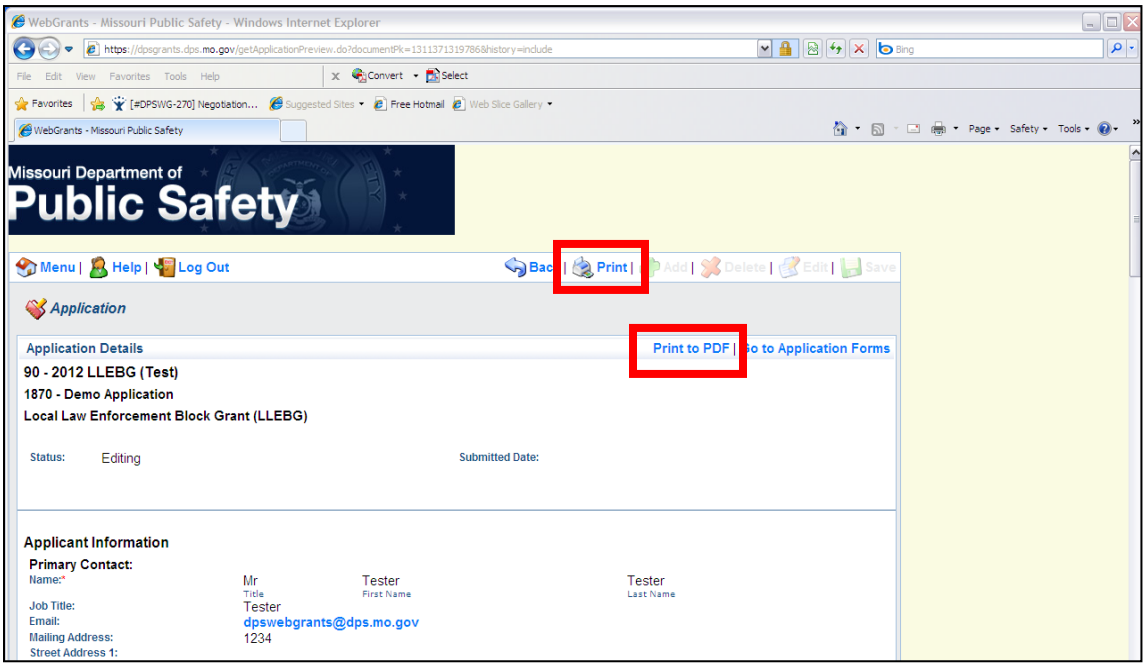
f. Click “OK” and continue in marking each form complete. If the form is complete but does not contain a checkmark on the row, click on the form name to open it and click “Mark as Complete”.

6. Preview an Application

a. Once all forms have been marked complete, you should "Preview" and proofread your application. It is recommended that someone else peer review it as well!

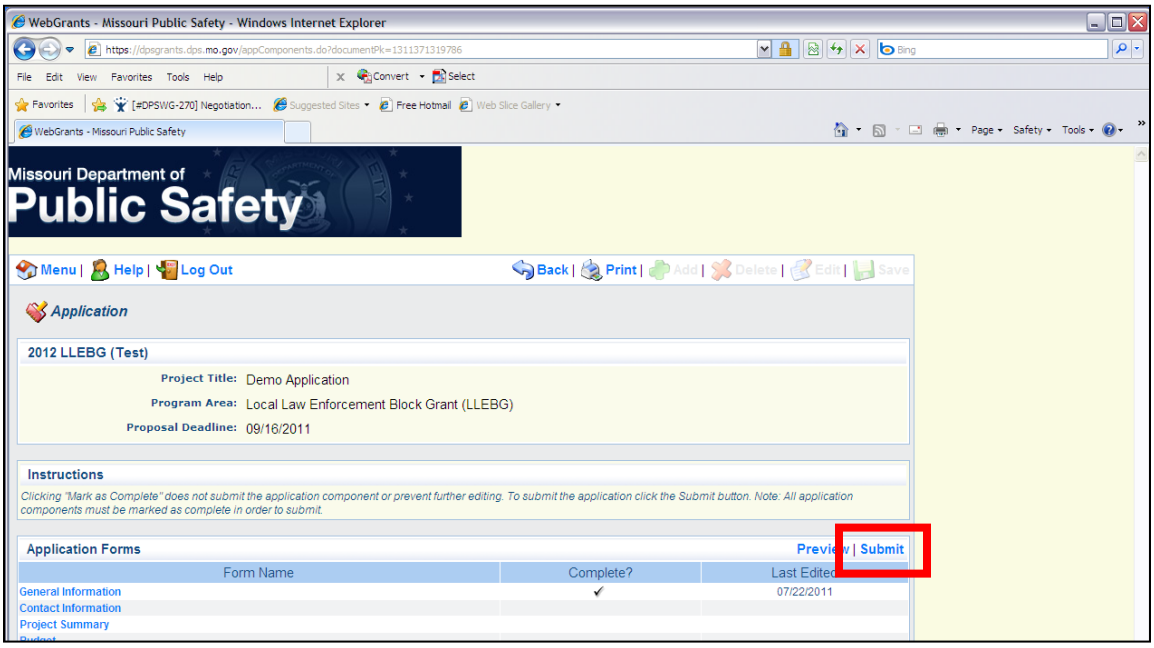


b. A full version of the application will display on your screen. You can select "Print" or "Print to PDF" to obtain a copy.

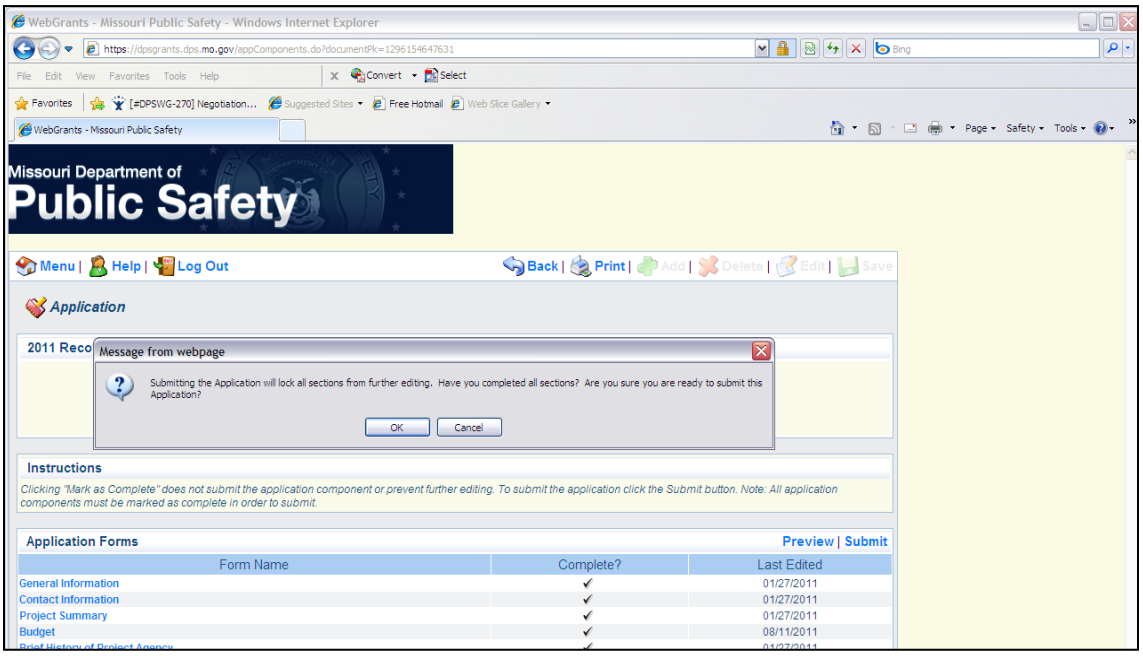


7. Submit an Application

a. When the application is ready to be submitted, click "Submit".



b. If each form is marked complete, you will receive a dialog box that says: *Submitting the Application will local all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Application?*



c. Click "OK" to submit or "Cancel" to return to the application.

Applications must be submitted by 5:00 p.m. on Friday, September 16, 2011. After this date and time, the Funding Opportunity will automatically close.