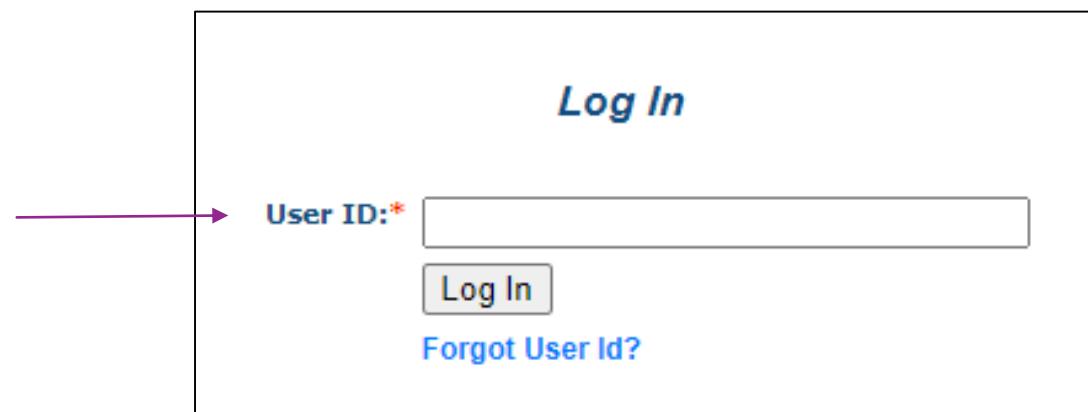


SFY 2023 DSSSF Application Workshop



Login

- ▶ To begin an application, login to the WebGrants System
 - ▶ Returning users or Organizations
 - ▶ Enter User ID



The diagram shows a rectangular login form with a thin black border. At the top center, the word "Log In" is written in blue. Below it, the label "User ID:" is followed by a red asterisk and a text input field. Underneath the input field is a blue "Log In" button. At the bottom of the form, there is a blue link that says "Forgot User Id?"

A purple arrow points from the left towards the "User ID:" label.

Two-Step Verification

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

An email has been sent to the email address listed in your user profile with a one-time passcode. Please enter the passcode below.

→ **Password:***

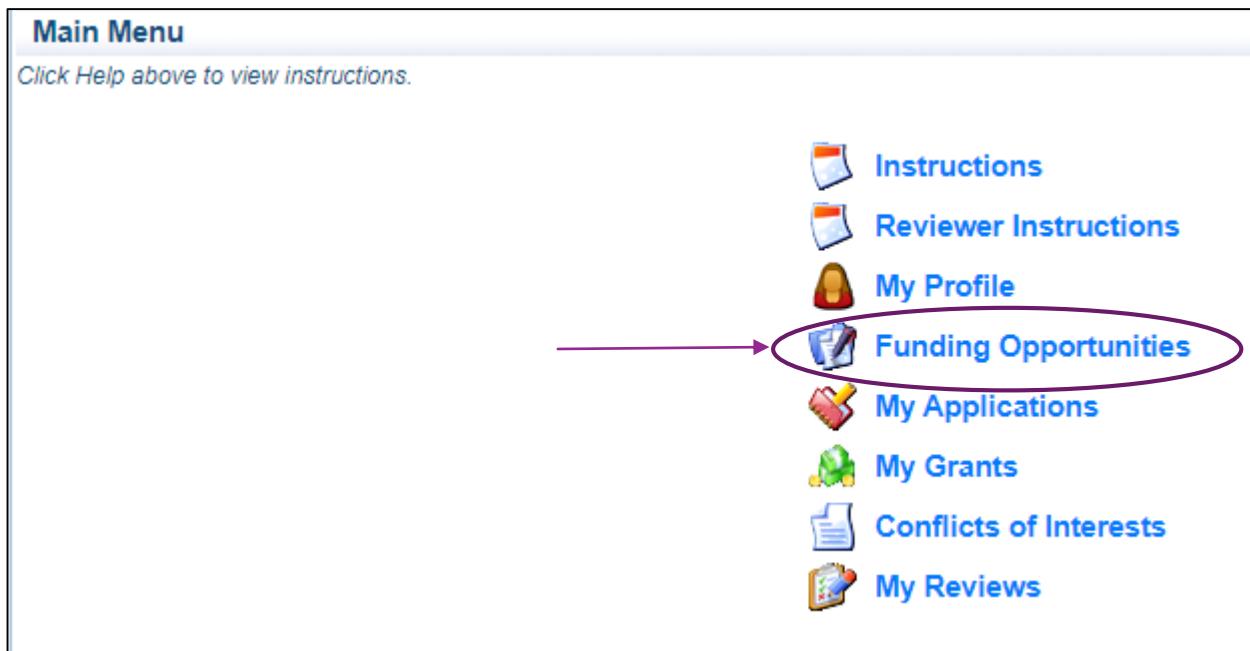
→ **One-Time Passcode:***

[Reset Password](#)

[Resend One Time Passcode](#)

DSSSF Application

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



Funding Opportunities

- ▶ Select the “2023 DSSSF” Funding Opportunities

138819	Posted FY2023 Deputy Sheriff Salary Supplementation Grant (DSSSF)	Deputy Sheriff Salary Supplementation Fund (DSSSF)	05/13/2022	0
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- ▶ Review the Funding Opportunity details including:
 - ▶ Description
 - ▶ Attachments
 - ▶ 2023 DSSSF Certified Assurances
 - ▶ 2023 DSSSF Notice of Funding Opportunity
 - ▶ Website Links
 - ▶ DPS DSSSF Website

Funding Opportunity, cont.

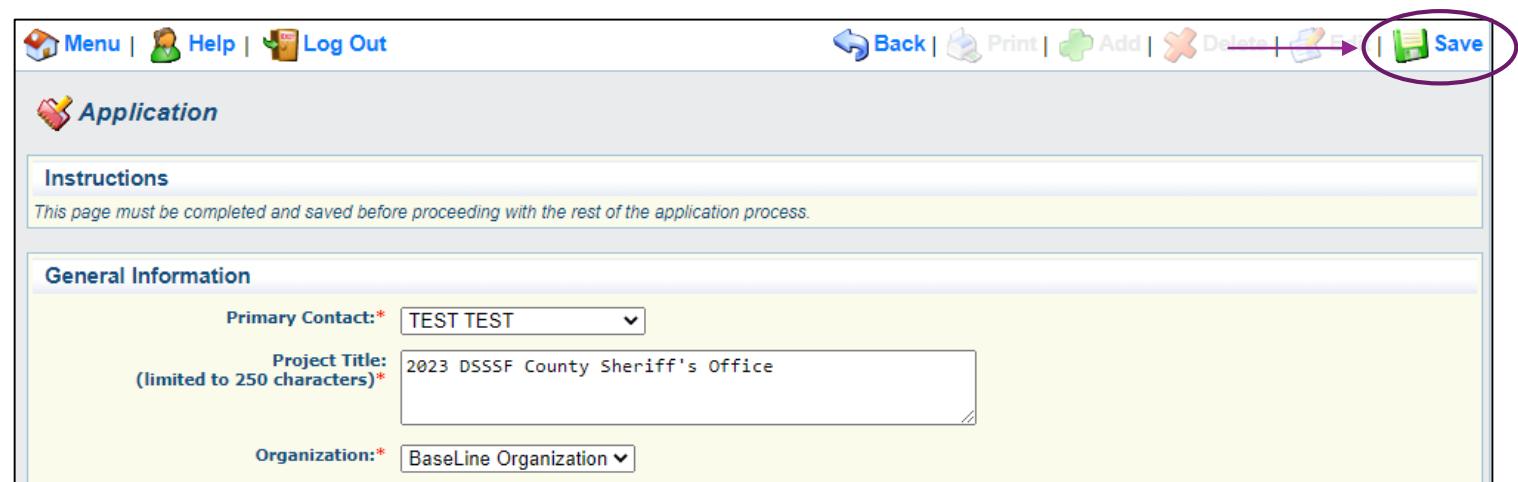
- ▶ After reviewing the information, Select “Start a New Application”



- ▶ Forms has been updated, so “Copy Existing Application” will not save time, as all of the forms will be blank

Application Instructions

- ▶ Complete the entire form as indicated:
 - ▶ **Primary Contact:** Select the desired contact from the drop-down field
 - ▶ **Project Title:** Enter “2023 DSSSF County Sheriff’s Office” (i.e. 2023 DSSSF Your County’s Sheriff’s Office)
 - ▶ **Organization:** Select the applicable applicant agency from the drop-down field
- ▶ After completing the “General Information”, click “Save”



The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', and 'Save'. The 'Save' button is highlighted with a purple oval. Below the navigation bar, the title 'Application' is displayed with a heart icon. A section titled 'Instructions' contains the text: 'This page must be completed and saved before proceeding with the rest of the application process.' The main form area is titled 'General Information'. It contains three fields: 'Primary Contact:' with a dropdown menu showing 'TEST TEST', 'Project Title:' with a text input field containing '2023 DSSSF County Sheriff's Office' (with a note '(limited to 250 characters)'), and 'Organization:' with a dropdown menu showing 'BaseLine Organization'. The entire form is set against a light yellow background.

Application Instructions, cont.

- ▶ Select “Go to Application Forms”

General Information	
Go to Application Forms	
System ID:	138747
Project Title:	2023 DSSSF County Sheriff's Office
Primary Contact:	TEST TEST
Organization:	BaseLine Organization

SFY 2023 DSSSF Application Forms

- ▶ The SFY 2023 DSSSF Application includes 5 forms
 - ▶ General Information
 - ▶ Contact Information
 - ▶ List of Deputies (Budget) 2023
 - ▶ Certified Assurances
 - ▶ Other Attachments

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	04/14/2022	
Contact Information			
List of Deputies (Budget) 2023			
Certified Assurances			
Other Attachments			

Contact Information

- ▶ This form will collect information on County contacts
 - ▶ Authorized Official (Presiding Commissioner, County Executive, except in case of St. Louis City which should be the Mayor)
 - ▶ Project Director (Sheriff with the exception of County Police Department which should be the Chief of Police/Colonel)
 - ▶ Fiscal Officer (County Treasurer, Director of Finance, or person of similar duty)
 - ▶ Point of Contact (primary contact for day-to-day questions)

*****NOTE** The Authorized Official, Project Director, and Fiscal Officer CANNOT be the same person***

Contact Information Form

- Authorized Official example:

Contact Information

Authorized Official

The Authorized Official is the individual who has the ability to legally bind the applicant agency in a contract. The Authorized Official, therefore, shall be the County Commissioner or County Executive, except in the case of St. Louis City, which should be the Mayor.

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

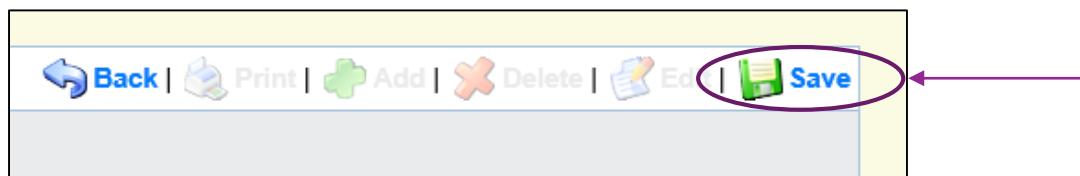
Email:*

Phone:* Ext.

Fax:*

Contact Information, cont.

- ▶ After all contact information for the Authorized Official, Project Director, Fiscal Officer and the Officer in Charge has been entered
 - ▶ Select “Save” at the top of the page



- ▶ After the Contact Section has been saved, select “Mark as Complete”



List of Deputies (Budget) 2023

- ▶ Select “List of Deputies (Budget) 2023”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	04/14/2022	
Contact Information	✓	04/14/2022	
List of Deputies (Budget) 2023	✓		
Certified Assurances			
Other Attachments			

List of Deputies (Budget) 2023, cont.

- ▶ Agencies will provide a list of deputies they would like to participate in the DSSSF program
 - ▶ Agencies will be providing the annual salary amount for each deputy, but will not be requesting a supplement amount, the supplement amounts will be determined by the MoSMART Board, and calculated based on each deputy's salary
 - ▶ Vacant to be hired positions (TBH) may be included **only** if they are listed on the agency's budget

List of Deputies (Budget) 2023, cont.

- ▶ Agency will select “Add” for each individual deputy

Instructions <i>Provide information for each deputy.</i>					
Personnel					
Name of full time deputy:	Job Title:	Is the individual a licensed Peace Officer?	Is the individual commissioned as a Deputy Sheriff?	Current Annual Base Salary:	Mark as Complete Go to Application Forms Add



List of Deputies (Budget) 2023, cont.

- ▶ Information requested for each deputy

Personnel

Definition: Full-time is defined as averaging at least 30 hours of service per week (if paid weekly or bi-weekly), or 130 hours of service in a calendar month (if paid semi-monthly or monthly). If the position is vacant use TBH (To be hired) in the Name field.

Name of full time deputy:*

Pay Period Cycle*

For TBH positions, respond based on whether the individual will be a licensed Peace Officer.

Is the individual a licensed Peace Officer?*

For TBH positions, respond based on whether the individual will be commissioned as a deputy sheriff.

Is the individual commissioned as a Deputy Sheriff?*

Provide the total annual salary for this employee, not to include supplements such as cell phone allowance.

Current Annual Base Salary:*

List of Deputies (Budget) 2023, cont.

- ▶ Select “Edit” at the top of the form



- ▶ Agencies will enter the benefits just one time, not individually for each deputy:

(Benefits should be included as a percentage of the salary)

Benefits	
<i>Enter the percentage amount for each benefit. Example FICA/Medicare enter as 7.65</i>	
<i>DO NOT INCLUDE BENEFITS THAT ARE PAID FOR BY THE EMPLOYEE, ONLY THOSE PAID BY THE COUNTY</i>	
FICA/Medicare: *	<input type="text" value="0"/>
LAGERS: *	<input type="text" value="0"/>
CERF: *	<input type="text" value="0"/>
Workers Comp: *	<input type="text" value="0"/>

List of Deputies (Budget) 2023, cont.

- ▶ Example of a completed list

Personnel					Mark as Complete Go to Application Forms Add
Name of full time deputy:	Pay Period Cycle	Is the individual a licensed Peace Officer?	Is the individual commissioned as a Deputy Sheriff?	Current Annual Base Salary:	
Deputy A	Semi-Monthly (24 Pay Periods)	Yes	Yes		\$35,000.00
Deputy B	Semi-Monthly (24 Pay Periods)	Yes	Yes		\$32,000.00
Deputy C	Bi-Weekly (26 Pay Periods)	Yes	Yes		\$28,000.00

Benefits	
Enter the percentage amount for each benefit. Example FICA/Medicare enter as 7.65	

DO NOT INCLUDE BENEFITS THAT ARE PAID FOR BY THE EMPLOYEE, ONLY THOSE PAID BY THE COUNTY

FICA/Medicare: * 7.5

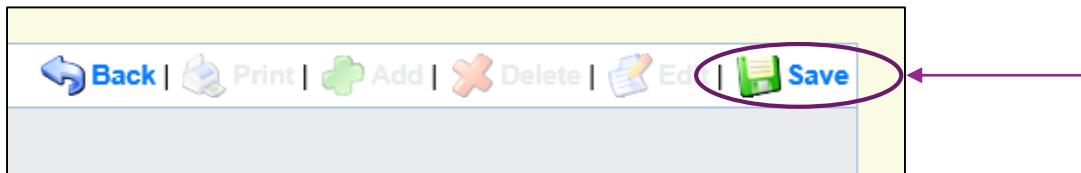
LAGERS: * 10.5

CERF: * 4.0

Workers Comp: * 3.75

List of Deputies (Budget) 2023, cont.

- ▶ After all personnel information has been entered
 - ▶ Select “Save” at the top of the page



- ▶ Select “Mark as Complete”



Certified Assurances

- ▶ Select “Certified Assurances”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	04/14/2022	
Contact Information	✓	04/14/2022	
List of Deputies (Budget) 2023	✓	04/14/2022	
Certified Assurances			
Other Attachments			

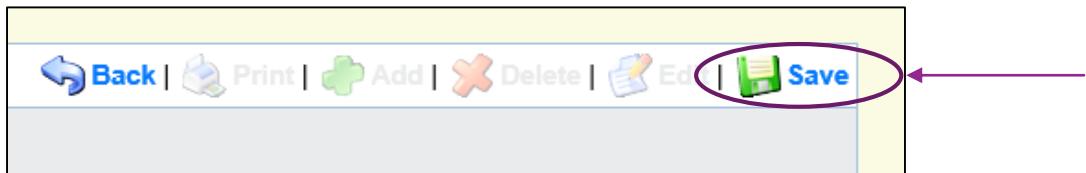
Certified Assurances, cont.

- ▶ Agencies will complete the Certified Assurances Form to ensure that appropriate Authorized Official agrees to participate in the program

Certified Assurances	
<p>Does your County Budget include an overtime line for your Sheriff Deputies?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>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:</p> <p>2023 DSSSF Certified Assurances</p> <p>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.</p> <p>I have read and agree to the terms and conditions of the grant.* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Your typed name as the Applicant Authorized Official (e.g. County Commissioner, County Executive, or Mayor in the case of St. Louis City Sheriff's Office), 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.</p> <p>Authorized Official Name:* Joni McCarter</p> <p>Job Title:* County Commissioner</p> <p>Date:* 04/15/2022 </p>	

Certified Assurances, cont.

- ▶ After the form has been completed
 - ▶ Select “Save” at the top of the page



- ▶ Select “Mark as Complete”



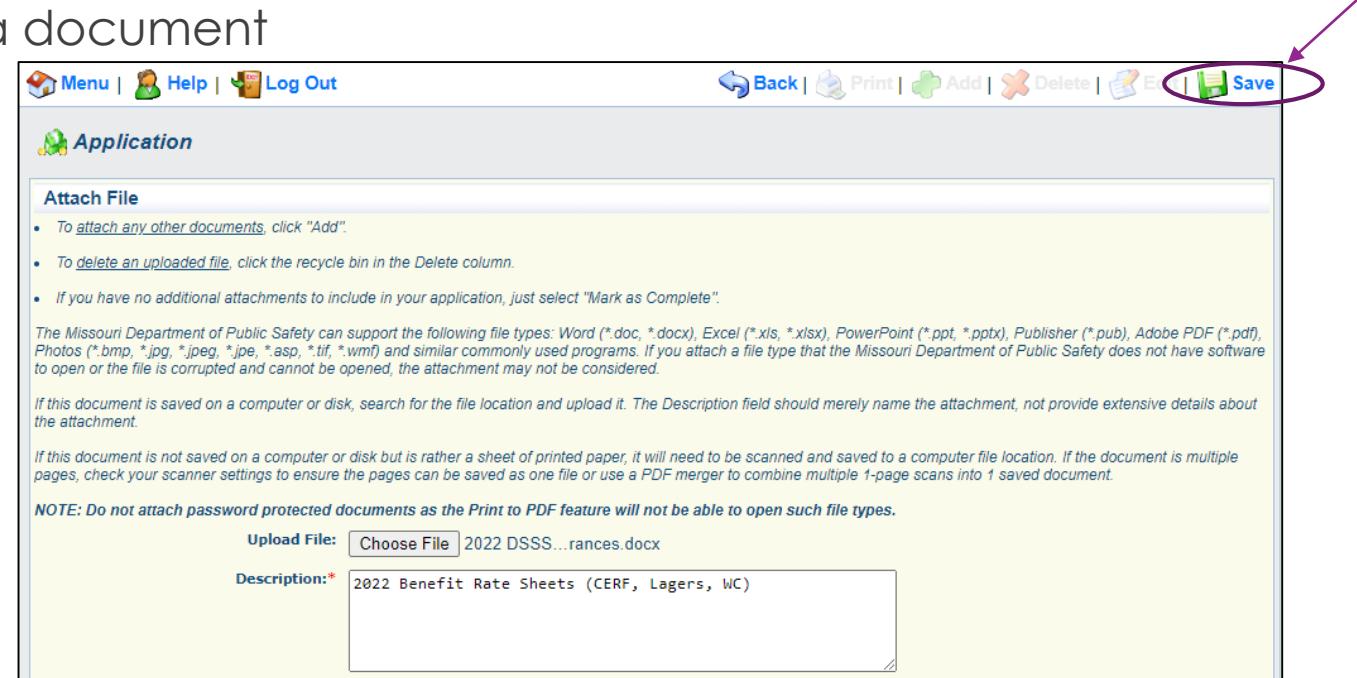
Other Attachments

- ▶ Select “Other Attachments”

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	04/14/2022	
Contact Information	✓	04/14/2022	
List of Deputies (Budget) 2023	✓	04/14/2022	
Certified Assurances	✓	04/14/2022	
Other Attachments	←		

Other Attachments, cont.

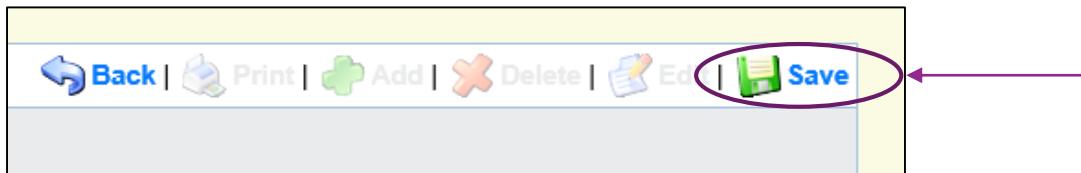
- ▶ Attachments could include, but are not required
 - ▶ Benefit rate sheet
- ▶ Browse your computer to select a document
- ▶ Add a description to identify the document in the application and select “Save”



The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', and 'Save'. The 'Save' button is highlighted with a purple oval and an arrow pointing to it. The main content area is titled 'Application' and contains instructions for attaching files. It says: 'To attach any other documents, click "Add".' and 'To delete an uploaded file, click the recycle bin in the Delete column.' It also notes: 'If you have no additional attachments to include in your application, just select "Mark as Complete".' Below these instructions, there is a note about supported file types: '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.' There is also a note: 'If this document is saved on a computer or disk, search for the file location and upload it. The Description field should merely name the attachment, not provide extensive details about the attachment.' Another note: 'If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use a PDF merger to combine multiple 1-page scans into 1 saved document.' A note at the bottom: 'NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.' Below this, there is a 'Upload File:' input field containing 'Choose File 2022 DSSS...rances.docx' and a 'Description:' input field containing '2022 Benefit Rate Sheets (CERF, Lagers, WC)'.

Other Attachments, cont.

- ▶ After the form has been completed
 - ▶ Select “Save” at the top of the page



- ▶ Select “Mark as Complete”



Application Forms

- Once all forms have been Marked as Complete, you can select, "Submit"

Application Forms		Application Details	
Form Name	Complete?	Submit	Withdraw
General Information	✓		
Contact Information	✓		
List of Deputies (Budget) 2023	✓		
Certified Assurances	✓		
Other Attachments	✓		

- A confirmation screen will appear once the application has been submitted

Application Submitted Confirmation

You have successfully submitted your 2023 DSSSF County Sheriff's Office Application with Application ID: 138747.

MoSMART Board Report

- ▶ After applications have been submitted, DPS will pull reports to show the number of deputies at each salary level with different options for funding levels
 - ▶ Base Salary
 - ▶ Supplement Cap
- ▶ MoSMART Board will make funding decisions

Important Dates

- ▶ Application Period
 - ▶ April 18, 2022 – May 13, 2022 5:00 p.m. CST
- ▶ Application Recorded Workshop (Online) April 18, 2022
- ▶ Supplemental amount notifications will be sent out in June 2022
- ▶ Compliance Workshop June 29, 2022
- ▶ Program Start Date July 1, 2022
- ▶ Program End Date June 30, 2023
- ▶ Status Report Due July 10, 2023

Questions

For any questions please contact our office:

- ▶ Amelia Jaegers, Lead Grant Specialist
 - ▶ (573) 522-4094
 - ▶ Amelia.Jaegers@dps.mo.gov
- ▶ Krystal Barnes, Grant Specialist
 - ▶ (573) 751-1318
 - ▶ Krystal.Barnes@dps.mo.gov
- ▶ Becky Block, Grant Specialist
 - ▶ (573) 522-3455
 - ▶ Rebecca.Block@dps.mo.gov
- ▶ Joni McCarter, Program Manager
 - ▶ (573) 526-9020
 - ▶ Joni.McCarter@dps.mo.gov
- ▶ Michelle Branson, Grants Program Supervisor
 - ▶ (573) 526-9014
 - ▶ Michelle.Branson@dps.mo.gov