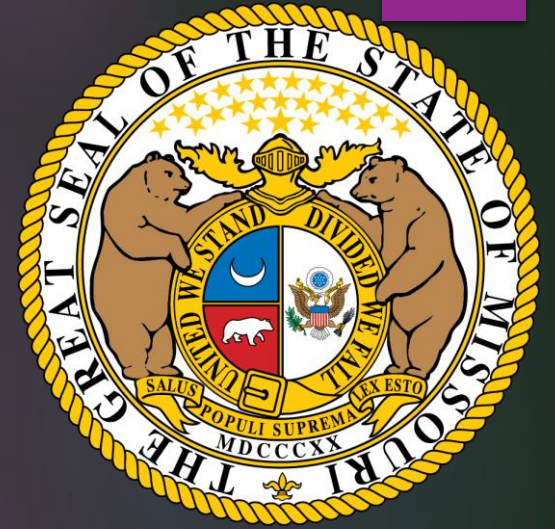
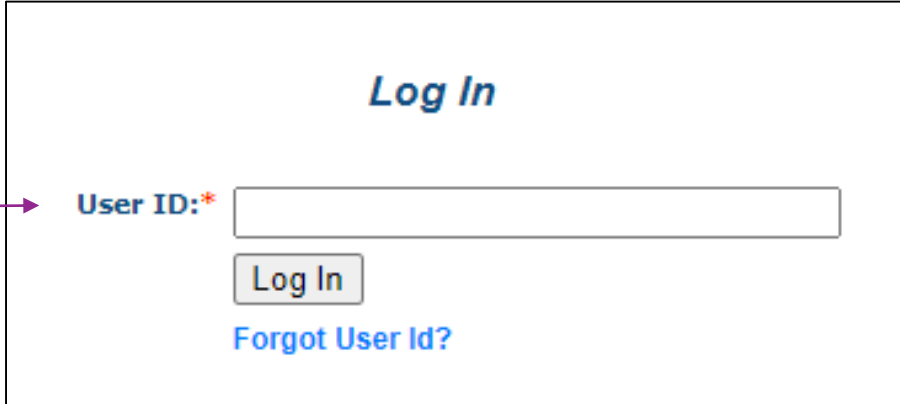


# SFY 2023 DSSSF Application Workshop



# Login

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



The screenshot shows a login form with the following elements:

- Log In** (Title)
- User ID:\*** (Label) followed by a text input field. A purple arrow points to the input field.
- Log In** (Button)
- [Forgot User Id?](#) (Link)

# 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:\*

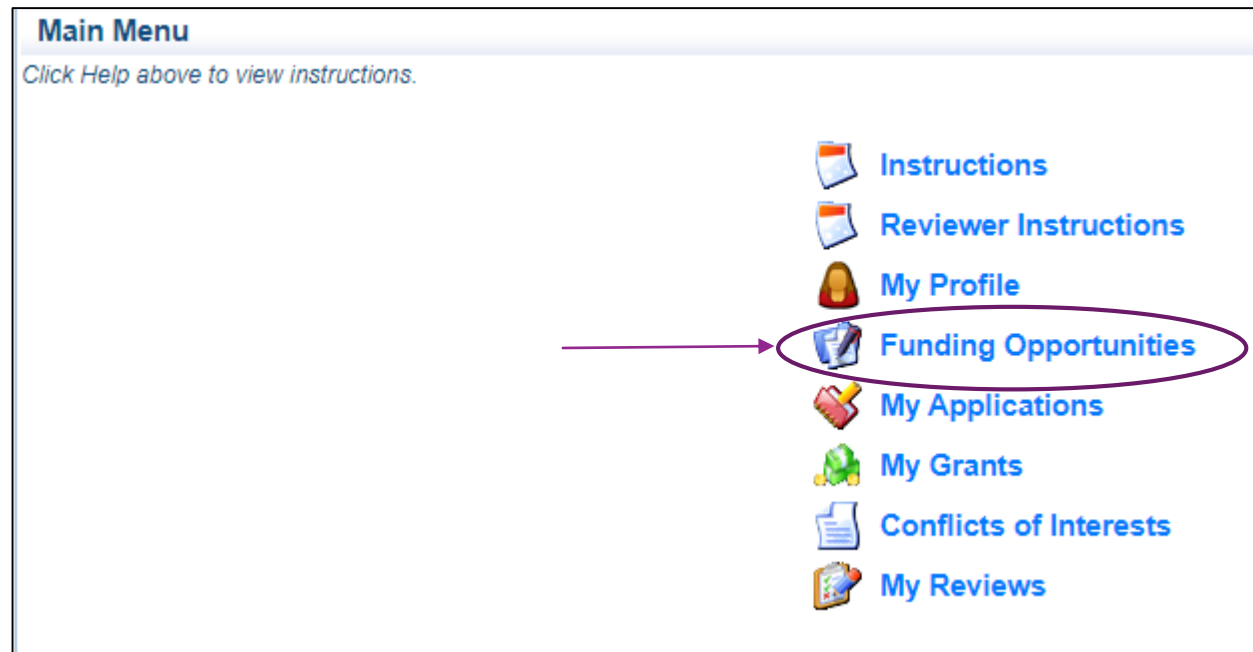
→ One-Time Passcode:\*

[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	<a href="#">FY2023 Deputy Sheriff Salary Supplementation Grant (DSSSF)</a>	<a href="#">Deputy Sheriff Salary Supplementation Fund (DSSSF)</a>	05/13/2022	0
--------	--------	--	--	------------	---

- ▶ 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”

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

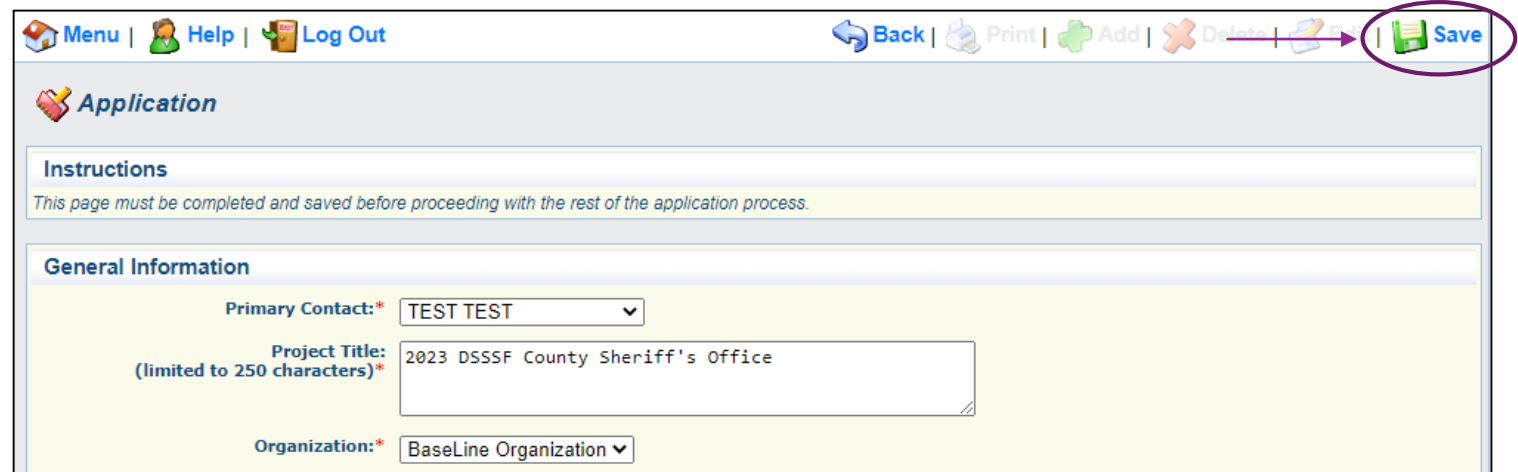


- ▶ Forms has been updated, so “Copy Existing Application” will not save time, as all of the forms will be blank

# 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 displays a web application interface for an application process. At the top, there is a navigation bar with links for Menu, Help, and Log Out. On the right side of the navigation bar, there are icons for Back, Print, Add, Delete, and a Save button, which is circled in red. Below the navigation bar, the main content area is titled "Application" and contains an "Instructions" section with a yellow background and a warning message: "This page must be completed and saved before proceeding with the rest of the application process." Below the instructions is the "General Information" section, which contains three fields: "Primary Contact:" with a dropdown menu showing "TEST TEST", "Project Title: (limited to 250 characters):" with a text input field containing "2023 DSSSF County Sheriff's Office", and "Organization:" with a dropdown menu showing "BaseLine Organization".

# Application Instructions, cont.

- ▶ Select “Go to Application Forms”

General Information	<a href="#">Go to Application Forms</a>
<b>System ID:</b> 138747	
<b>Project Title:</b> 2023 DSSSF County Sheriff's Office	
<b>Primary Contact:</b> TEST TEST	
<b>Organization:</b> 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   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	04/14/2022	
<a href="#">Contact Information</a>			
<a href="#">List of Deputies (Budget) 2023</a>			
<a href="#">Certified Assurances</a>			
<a href="#">Other Attachments</a>			

# 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

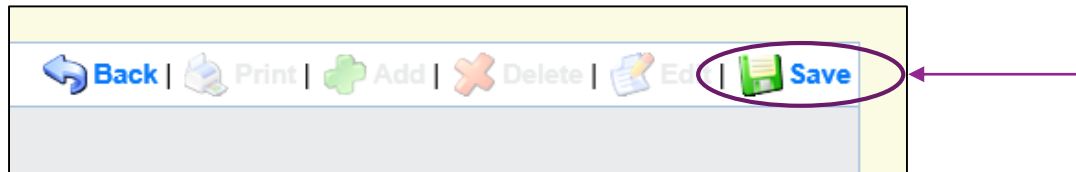
**Email:\***

**Phone:\***   
Ext.

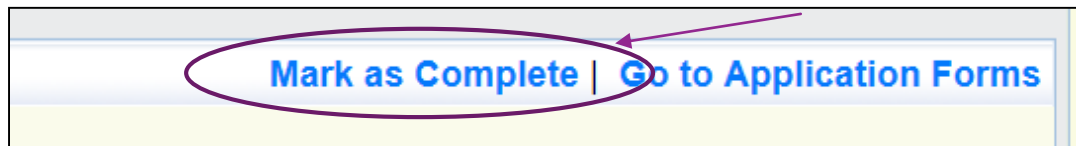
**Fax:\***

# 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   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	04/14/2022	
<a href="#">Contact Information</a>	✓	04/14/2022	
<a href="#">List of Deputies (Budget) 2023</a>			
<a href="#">Certified Assurances</a>			
<a href="#">Other Attachments</a>			


# 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				Mark as Complete   Go to Application Forms   Add
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:



# 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 [ ] will be a licensed Peace Officer.*

**Is the individual a licensed Peace Officer?\***

*For TBH positions, respond based on whether [ ] 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>	
<b><i>DO NOT INCLUDE BENEFITS THAT ARE PAID FOR BY THE EMPLOYEE, ONLY THOSE PAID BY THE COUNTY</i></b>	
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

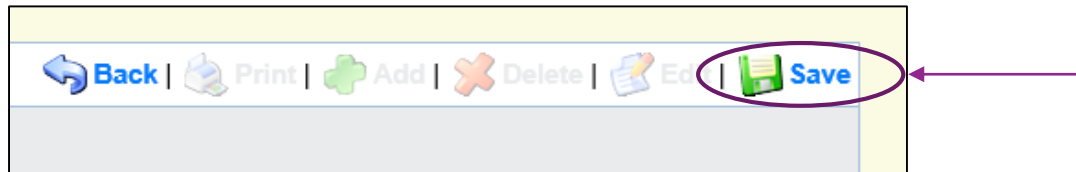
Personnel					<a href="#">Mark as Complete</a>   <a href="#">Go to Application Forms</a>   <a href="#">Add</a>
Name of full time deputy:	Pay Period Cycle	Is the individual a licensed Peace Officer?	Is the individual commissioned as a Deputy Sheriff?	Current Annual Base Salary:	
Deputy A	Semi-Monthly (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	

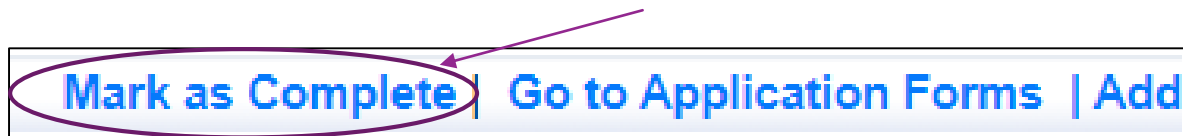
Benefits	
<i>Enter the percentage amount for each benefit. Example FICA/Medicare enter as 7.65</i>	
<b><u>DO NOT INCLUDE BENEFITS THAT ARE PAID FOR BY THE EMPLOYEE, ONLY THOSE PAID BY THE COUNTY</u></b>	
FICA/Medicare:*	7.5
LAGERS:*	10.5
CERF:*	4.0
Workers Comp:*	3.75

# 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		<a href="#">Application Details</a>   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	04/14/2022	
<a href="#">Contact Information</a>	✓	04/14/2022	
<a href="#">List of Deputies (Budget) 2023</a>	✓	04/14/2022	
<a href="#">Certified Assurances</a>			
<a href="#">Other Attachments</a>			

# Certified Assurances, cont.

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

**Certified Assurances**

**Does your County Budget include an overtime line for your Sheriff Deputies?\***  Yes  No

*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:*

**2023 DSSSF 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.*

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

*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.*

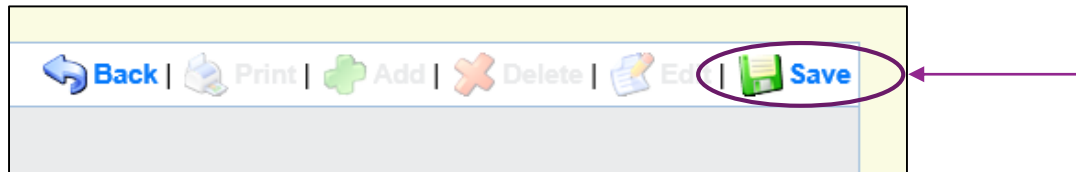
**Authorized Official Name:\***

**Job Title:\***

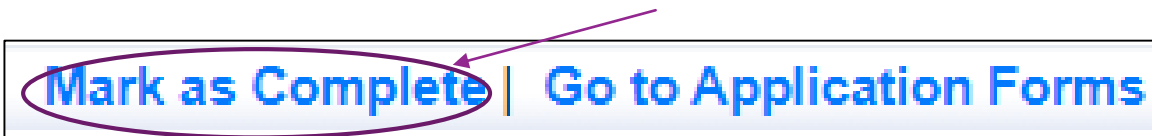
**Date:\***  

# Certified Assurances, cont.

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



- ▶ Select “Mark as Complete”



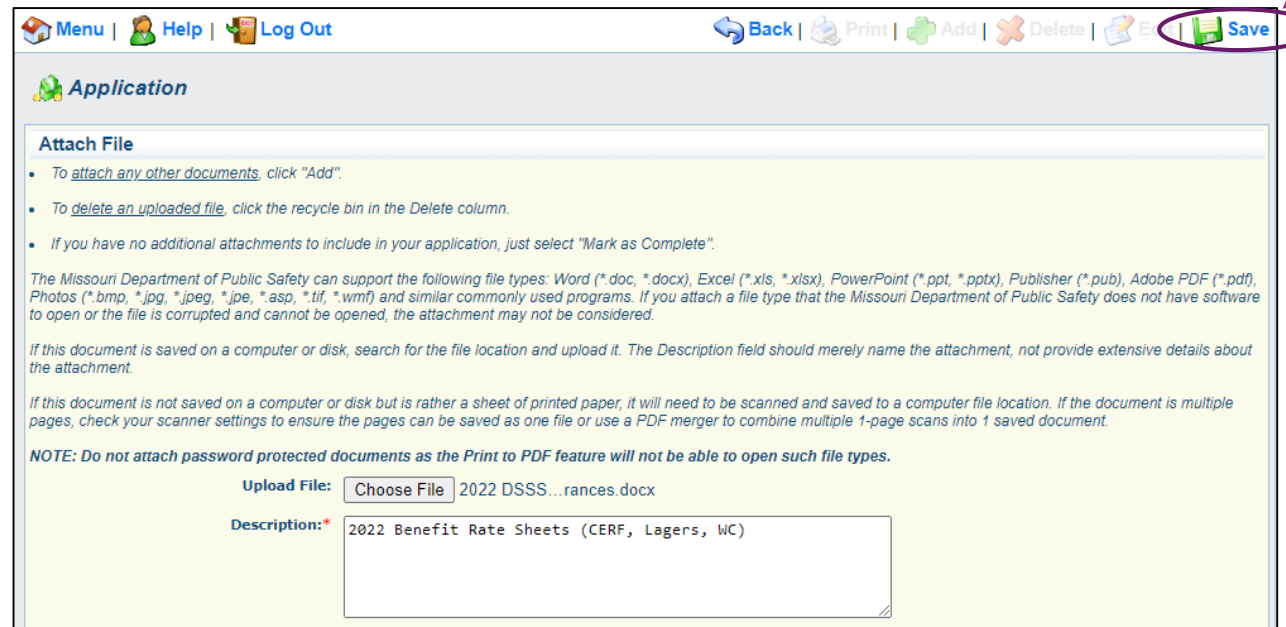
# Other Attachments

- ▶ Select “Other Attachments”

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

# 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”

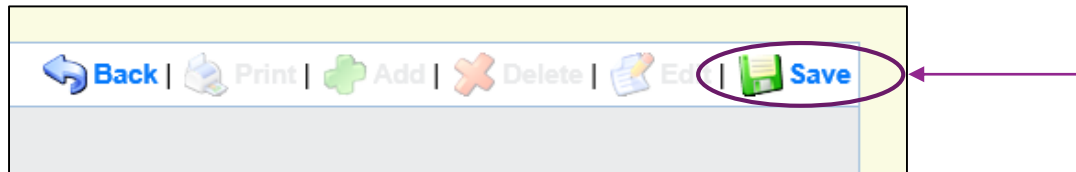


The screenshot shows a web application interface with a navigation bar at the top containing 'Menu', 'Help', and 'Log Out'. On the right side of the navigation bar, there are icons for 'Back', 'Print', 'Add', 'Delete', and 'Save'. The 'Save' button is circled in red, and a red arrow points to it from the right. Below the navigation bar, the main content area is titled 'Application' and contains an 'Attach File' section. This section includes instructions on how to attach files, delete files, and mark an application as complete. It also lists supported file types and provides a note about password-protected documents. At the bottom of the 'Attach File' section, there is an 'Upload File:' field with a 'Choose File' button and a text input field containing '2022 DSSS...rances.docx'. Below this is a 'Description:\*' field with a text input field containing '2022 Benefit Rate Sheets (CERF, Lagers, WC)'.

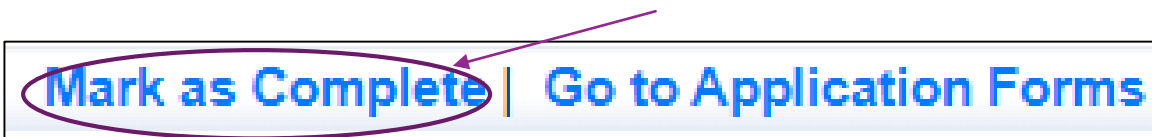


# Other Attachments, cont.

- ▶ 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		Submit	Withdraw
Form Name	Complete?	Last Edited			
<a href="#">General Information</a>	✓	04/14/2022			
<a href="#">Contact Information</a>	✓	04/14/2022			
<a href="#">List of Deputies (Budget) 2023</a>	✓	04/14/2022			
<a href="#">Certified Assurances</a>	✓	04/14/2022			
<a href="#">Other Attachments</a>	✓	04/14/2022			

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