

SFY 2025 Regional Police Training Facility Grant (RPTFG) Application Workshop

Funding is made available through the State of Missouri, and appropriated through House Bill No. 2020, Section 20.992.



SFY 2025 Regional Police Training Facility Grant (RPTFG)

- ▶ The purpose of the RPTFG is to provide a grant to a nonprofit organization serving multiple counties, at least one of which is St. Louis County for the construction of a regional police training facility.

Eligible Applicants

- ▶ Eligible nonprofit organizations are those organizations that are:
 - A nonprofit or not-for-profit corporation or entity, as set forth in Chapter 355, RSMo, or as otherwise provided for by law.

Allowable Cost Items

Allowable costs that support the construction of a regional police training facility may be awarded for any of the following:

Allowable cost items include, but are not limited to:

- ▶ Land acquisition costs
- ▶ Construction labor and materials
- ▶ Site preparation
- ▶ Parking lot construction

Unallowable Cost Items

Costs obligated or incurred prior to the grant period of performance or receipt and full execution of a grant Subaward Agreement will NOT be eligible to receive funding.

Unallowable cost items include, but are not limited to:

- ▶ Costs related to the establishment of a nonprofit organization
- ▶ Reimbursement of pre-award expenses
- ▶ Training supplies and equipment
- ▶ Travel/training costs
- ▶ Lobbying or fundraising
- ▶ State and local sales tax
- ▶ Bonuses or commissions
- ▶ Daily subsistence (meals) within official domicile
- ▶ Entertainment expenses and bar charges
- ▶ Finance fees for delinquent payments
- ▶ Indirect costs
- ▶ Office lease/purchase
- ▶ Pre-paid fuel/phone cards
- ▶ Vehicles (lease or purchase)
- ▶ Office supplies and equipment

Unallowable Cost Items

- ▶ Supplanting IS NOT ALLOWED. Supplanting occurs when an entity reduces funds that have been budgeted for an activity/project, specifically because grant funds are available.

WebGrants System

- ▶ Log in or register as a new agency at <https://dpsgrants.dps.mo.gov/index.do>
 - If your agency is already registered in the system, someone with access to WebGrants will need to add a new user to your agency

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Reset Password?](#)

[Click here to Register](#)

- ▶ Two-factor authentication: Enter the one-time passcode sent by WebGrants

2-Factor Authentication

Verify Email Address

Please check the email account for the email address provided in your registration. You should receive an email with a temporary passcode. Please enter that passcode below

Enter your Passcode

Submit

WebGrants Registration

- ▶ If you are not a registered user complete the following:
- ▶ Complete all requested information and select “Register”. This request must be approved by DPS grants staff
- ▶ When your request has been approved, you will receive emails with a User ID and Password

Registration Save Registration Information

Personal Contact Information

Please note that fields in red font with an asterisk indicates a required field. Any non-required, black font, fields can be skipped.

Name: Salutation First Name Middle Last Name

Salutation First Name Last Name

Job Title*:

Email*: Email

Mailing Address*: Address 1
 Address 2
 Address 3

City Missouri Zip

City State/Province Postal Code/Zip

Phone*: Phone Ext.

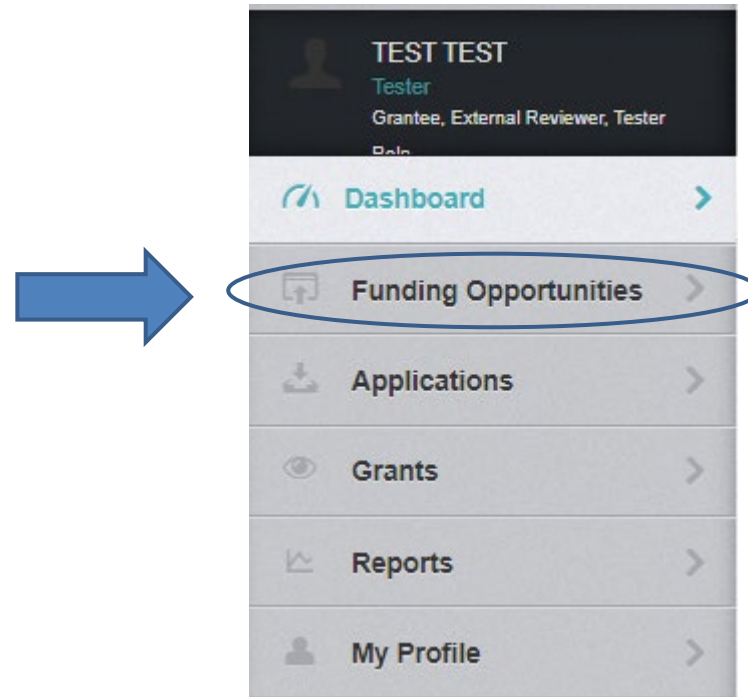
Phone Ext.
####

Fax: Fax

####

Funding Opportunity

After logging into the system select “Funding Opportunities”



Funding Opportunity

- ▶ The funding opportunity will be listed as: SFY 2025 Regional Police Training Facility Grant (RPTFG)
 - ❑ Program Area: Regional Police Training Facility Grant (RPTFG)
 - ❑ Opportunity Title: SFY 2025 Regional Police Training Facility Grant (RPTFG)
 - ❑ Application Opens: 02/28/2025
 - ❑ Application Deadline: 03/14/2025
 - ❑ Select the Opportunity Title

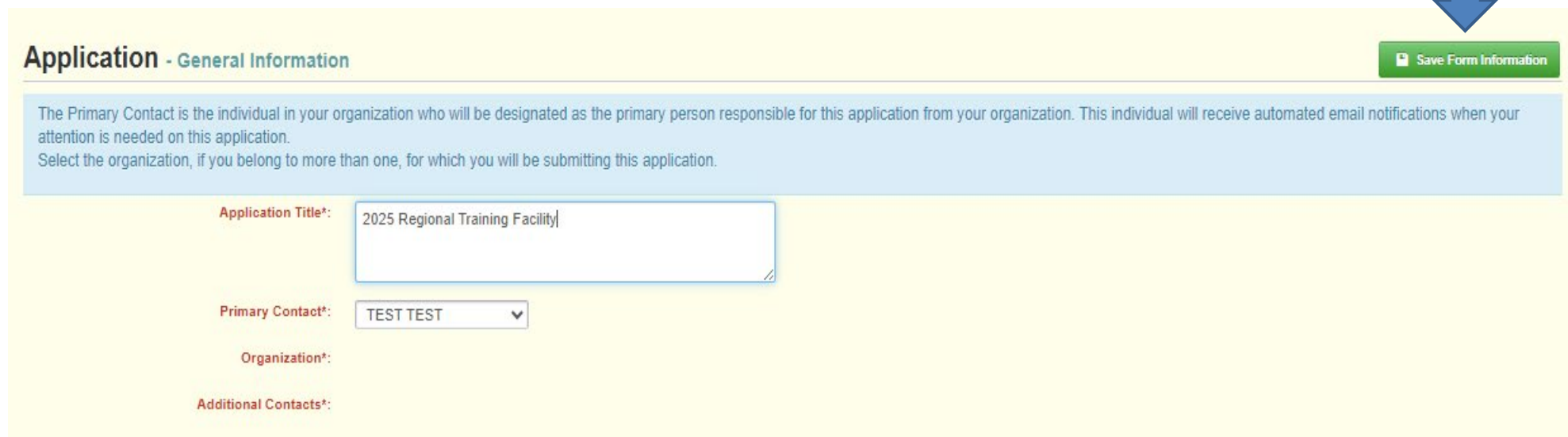
Start a New Application

After selecting the correct Funding Opportunity select “Start New Application”



General Information Form

- ▶ After selecting “Start a New Application”, complete the “General Information” section
- ▶ “Application Title” should be short and specific to the project, see example below
- ▶ After completing the “General Information” select “Save Form Information”



Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

Organization*:

Additional Contacts*:

General Information Form

- ▶ Select the applicant organization then select “Save Form Information”

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 40429

Program Area: Regional Police Training Facility Grant

Funding Opportunity: 40045-test

Application Stage: Final Application

Application Status: Editing

Application Title: 2025 Regional Training Facility

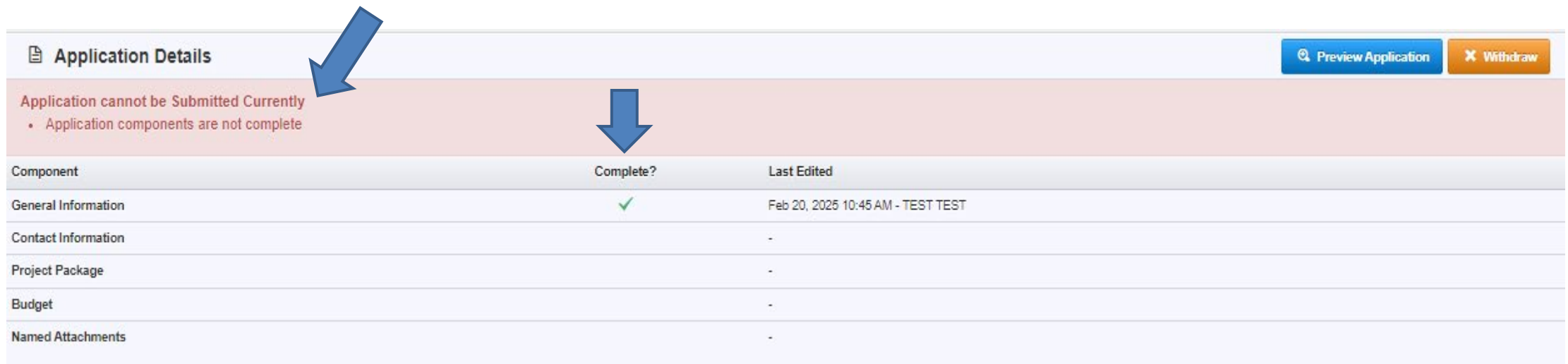
Primary Contact: TEST TEST

Organization: BaseLine Organization

Additional Contacts:

Application Forms

- ▶ Complete each of the five “Application Details” with all required information then “Save” and “Mark Complete”
- ▶ **All forms must be marked complete in order to “Submit” the application**



The screenshot displays the 'Application Details' section of a web application. At the top right, there are two buttons: 'Preview Application' (blue) and 'Withdraw' (orange). Below these is a red error message: 'Application cannot be Submitted Currently' with a sub-message 'Application components are not complete'. A blue arrow points from this message to the table below. The table has three columns: 'Component', 'Complete?', and 'Last Edited'. The 'General Information' row shows a green checkmark in the 'Complete?' column and the date 'Feb 20, 2025 10:45 AM - TEST TEST'. The other rows ('Contact Information', 'Project Package', 'Budget', 'Named Attachments') show dashes in the 'Complete?' column. Another blue arrow points to the 'Complete?' column header.

Component	Complete?	Last Edited
General Information	✓	Feb 20, 2025 10:45 AM - TEST TEST
Contact Information	-	-
Project Package	-	-
Budget	-	-
Named Attachments	-	-

Contact Information

This form will collect information for the applicant agency contacts

- ▶ **Authorized Official:** The Authorized Official is the individual who has the authority to legally bind the applicant into a contract and is generally the applicant's elected or appointed chief executive
 - ❑ If the applicant agency is a non-profit, the Board Chair shall be the Authorized Official
- ▶ **Project Director:** Individual that will have direct oversight of the proposed project
- ▶ **Fiscal Officer:** Individual who has responsibility for accounting and audit issues at the applicant agency
- ▶ **Project Contact Person:** Primary contact for day-to-day questions – the person that will be requesting reimbursement and submitting status reports

Contact Information

- ▶ Please complete all contact information for
 - ❑ Authorized Official
 - ❑ Project Director
 - ❑ Fiscal Officer
 - ❑ Project Contact Person
- ▶ Required fields are designated with a red asterisk *
- ▶ Select “Save Form” at the top of the screen after entering the information



This screenshot shows the top portion of a form titled "Contact Information". On the right side of the header, there is a green button labeled "Save Form". A blue arrow points to this button from the right side of the slide.

- ▶ Select “Mark as Complete”



This screenshot shows the bottom portion of the "Contact Information" form header. It features two buttons: an orange button labeled "Mark as Complete" and a green button labeled "Edit Form". A blue arrow points to the "Mark as Complete" button from the right side of the slide.

Project Package

The Project Package has three sections:

- ▶ Project Description
- ▶ Deliverables
- ▶ Milestones

Project Package

Project Description – Complete each question in the box provided

- ▶ Project Title
- ▶ Is the applicant a nonprofit organization?
- ▶ A.1 Describe your project in detail to include a timeline for the project.
- ▶ A.2 Identify the county the training facility will be located in.
 - ❑ The purpose of the RPTFG is to provide a grant to a nonprofit organization serving multiple counties, at least one of which is a county with more than one million inhabitants for the construction of a regional police training facility

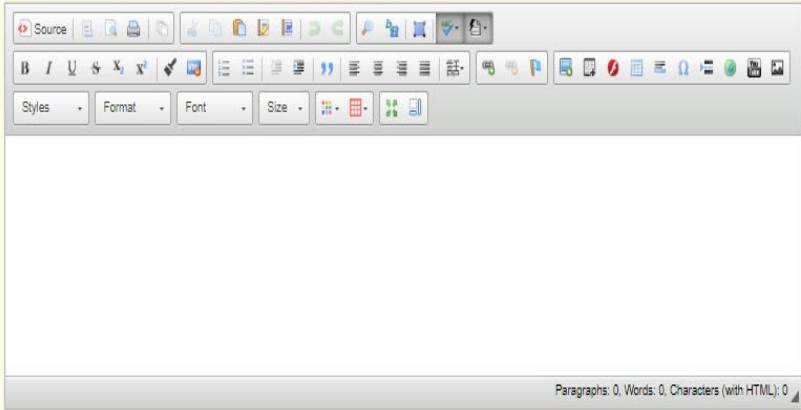
Regional Police Training Facility Grant

Project/Program Information

Project Title*:

Is the applicant a nonprofit organization?: Yes No

A.1 Describe your project in detail to include a timeline for the project*:



10000 character(s) left
10,000 Character Limit

A.2 Identify the county the training facility will be located in.

The purpose of the RPTFG is to provide a grant to a nonprofit organization serving multiple counties, at least one of which is a county with more than one million inhabitants for the construction of a regional police training facility

*:

Project Package

- ▶ A.2.a List the counties the regional training facility will serve.
- ▶ A.2.b How will the applicant ensure the training facility will serve St. Louis County?
- ▶ A.3 Identify the main components of the training facility and describe their purpose?*

A.2.a List the counties the regional training facility will serve.*:

A.2.b How will the applicant ensure the training facility will serve St. Louis County? *:

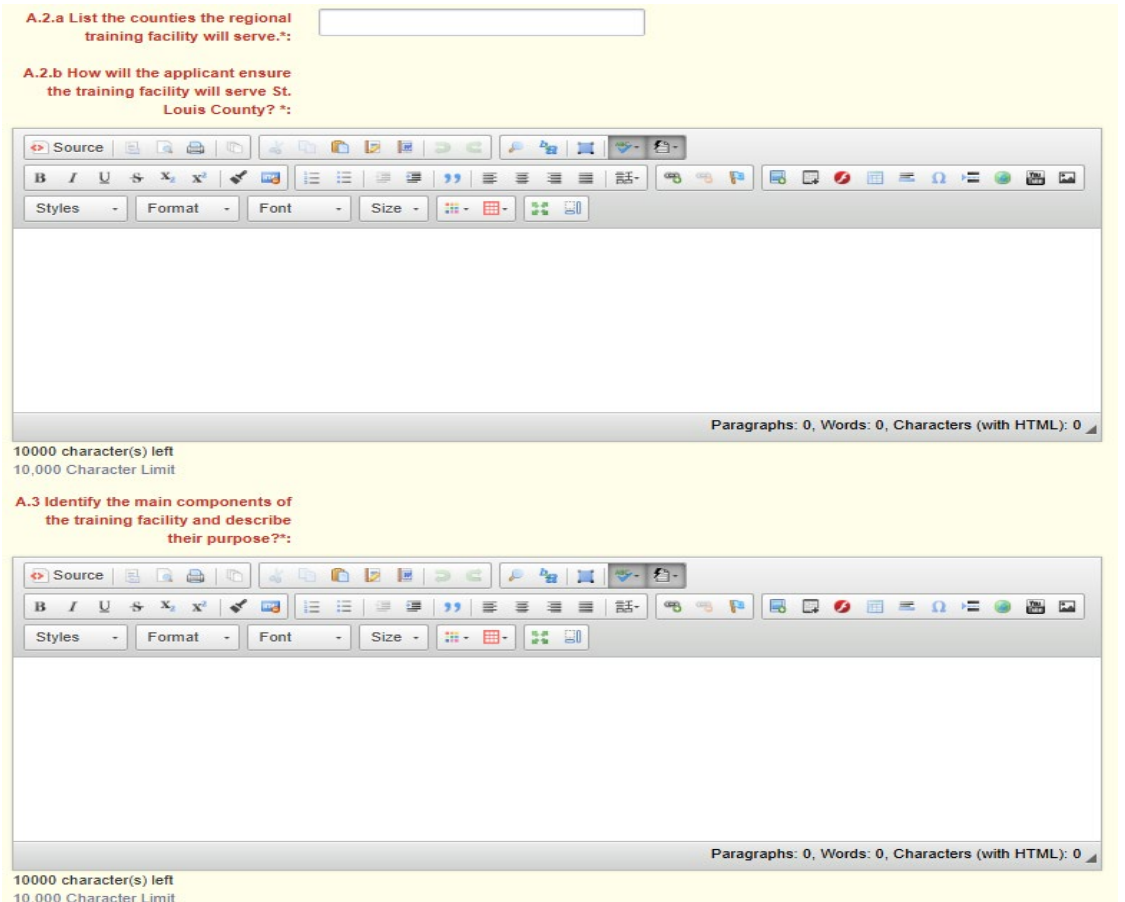
10000 character(s) left
10,000 Character Limit

Paragraphs: 0, Words: 0, Characters (with HTML): 0

A.3 Identify the main components of the training facility and describe their purpose?*

10000 character(s) left
10,000 Character Limit

Paragraphs: 0, Words: 0, Characters (with HTML): 0



Project Package

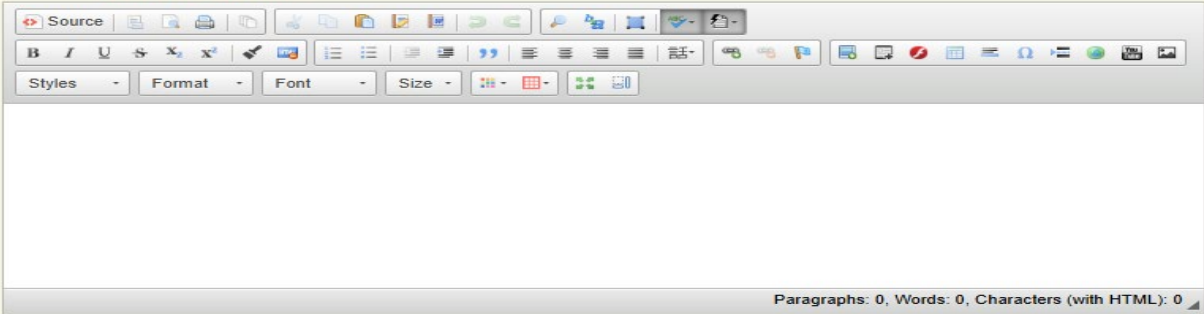
- ▶ A.4 What specific training needs have been identified for law enforcement in the region, and how will the facility address these needs?
- ▶ A.5 What types of training programs will be prioritized at the facility, and why are these programs important for law enforcement?

The image shows a screenshot of a web-based form with two sections, A.4 and A.5, each containing a rich text editor. The form is set against a light yellow background. Section A.4 is titled "A.4 What specific training needs have been identified for law enforcement in the region, and how will the facility address these needs? *:" and section A.5 is titled "A.5 What types of training programs will be prioritized at the facility, and why are these programs important for law enforcement?*:". Each section has a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. Below each editor, a status bar indicates "10000 character(s) left" and "10,000 Character Limit". The status bar also shows "Paragraphs: 0, Words: 0, Characters (with HTML): 0".

Project Package

- ▶ A.6 In what ways do you anticipate the facility will improve community relations and trust between the police and the public?
- ▶ A.7 How will you measure the success of the training programs conducted at the facility once it is operational?

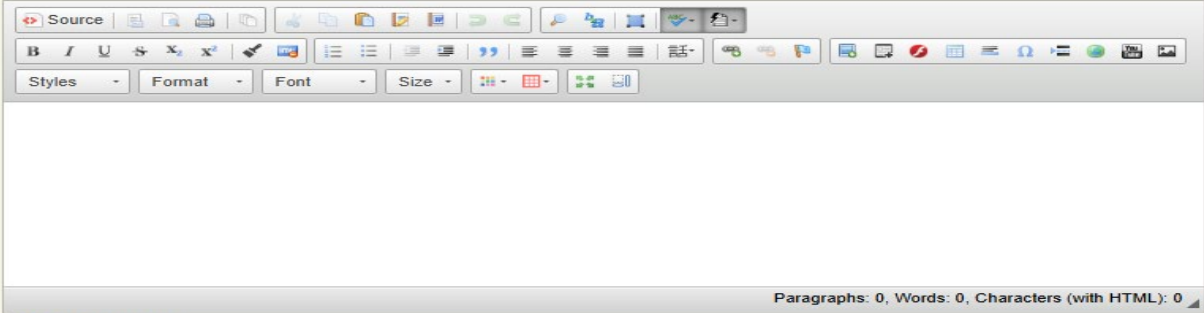
A.6 In what ways do you anticipate the facility will improve community relations and trust between the police and the public?*



Paragraphs: 0, Words: 0, Characters (with HTML): 0

10000 character(s) left
10,000 Character Limit

A.7 How will you measure the success of the training programs conducted at the facility once it is operational?*



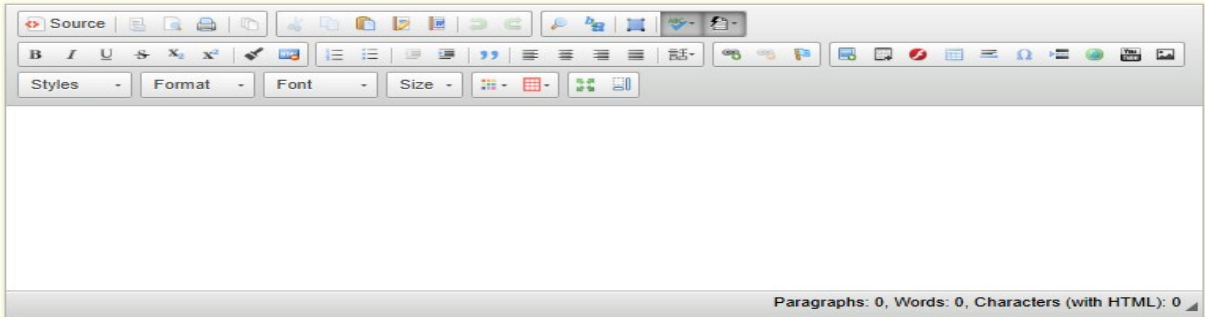
Paragraphs: 0, Words: 0, Characters (with HTML): 0

10000 character(s) left
10,000 Character Limit

Project Package

- ▶ A.8 Will the training facility be a state licensed training facility and/or a continuing law enforcement education provider? Please explain
- ▶ A.9 What strategies will be implemented to ensure the training provided at the facility is accessible to all law enforcement within the region?

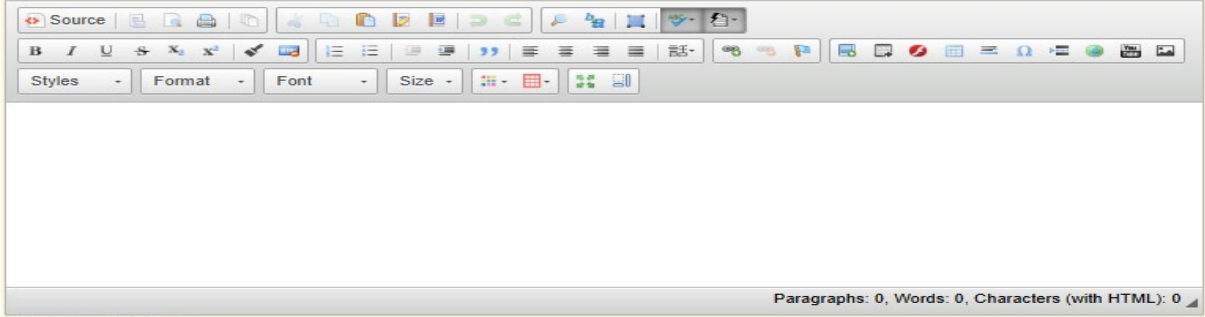
A.8 Will the training facility be a state licensed training facility and/or a continuing law enforcement education provider? Please explain.*:



Paragraphs: 0, Words: 0, Characters (with HTML): 0

10000 character(s) left
10,000 Character Limit

A.9 What strategies will be implemented to ensure the training provided at the facility is accessible to all law enforcement within the region? *:



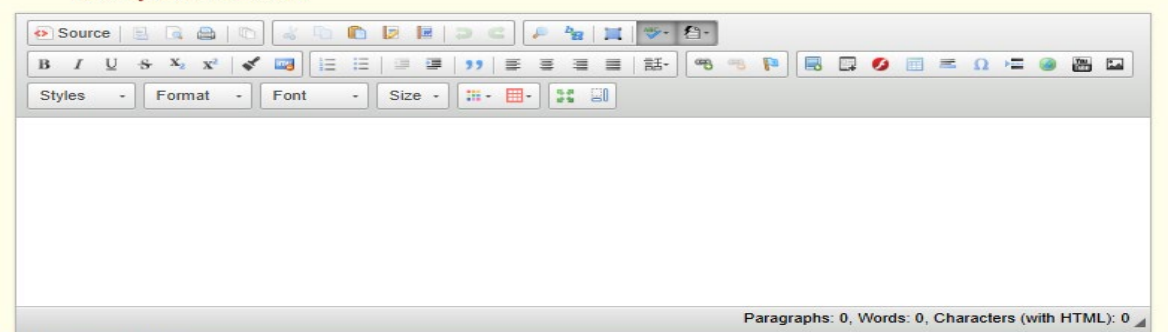
Paragraphs: 0, Words: 0, Characters (with HTML): 0

10000 character(s) left

Project Package

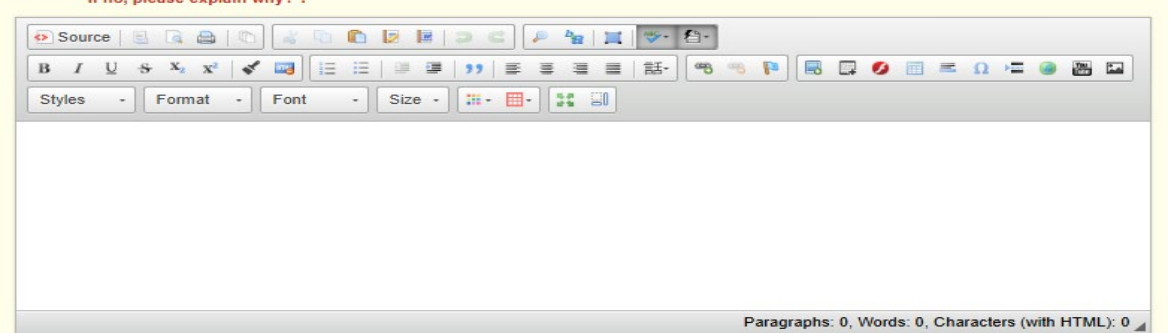
- ▶ A.10 How will the training facility adapt to the evolving challenges faced by law enforcement?
- ▶ A.11 Will the training facility allow local, state, and federal law enforcement from outside the region to attend the training facility? If no, please explain why?

A.10 How will the training facility adapt to the evolving challenges faced by law enforcement?*



10000 character(s) left
10,000 Character Limit

A.11 Will the training facility allow local, state, and federal law enforcement from outside the region to attend the training facility? If no, please explain why?*

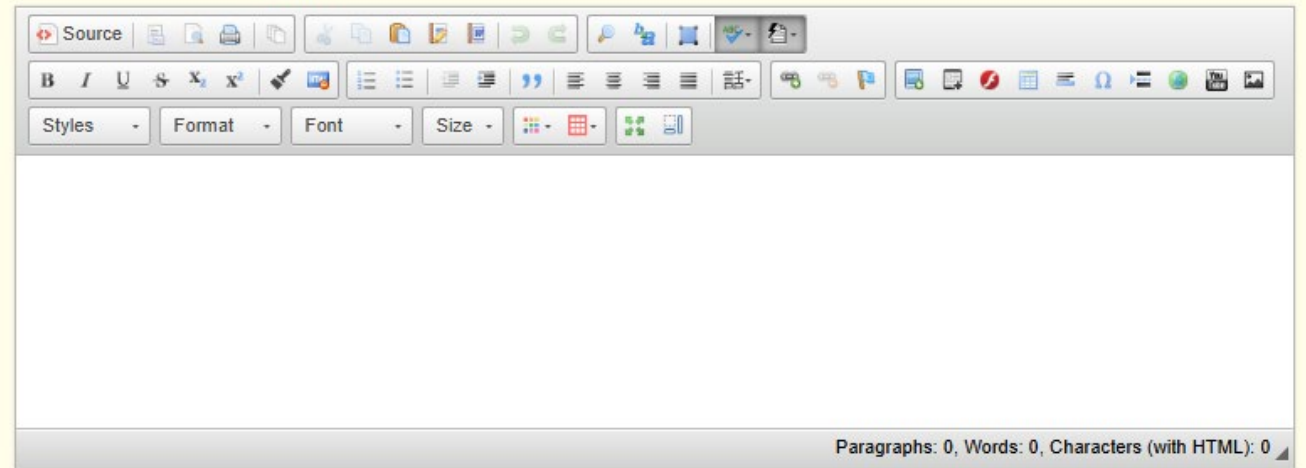


10000 character(s) left
10,000 Character Limit

Project Package

- ▶ A.12 What long-term benefits do you foresee for law enforcement and the community because of the training facility?

A.12 What long-term benefits do you foresee for law enforcement and the community because of the training facility?*

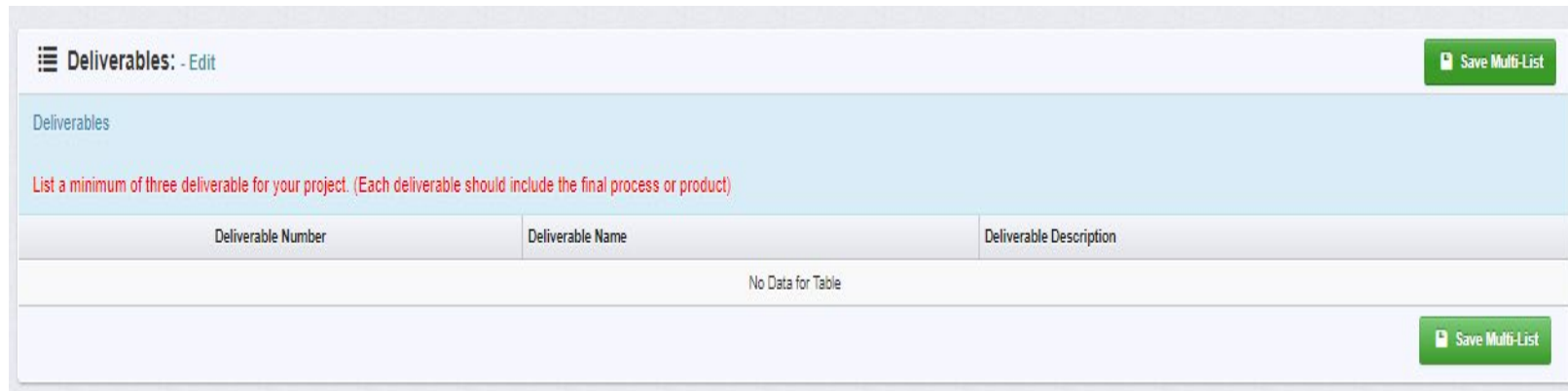


The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, there are four dropdown menus labeled "Styles", "Format", "Font", and "Size". The main text area is currently empty. At the bottom right of the text area, there is a status bar that reads "Paragraphs: 0, Words: 0, Characters (with HTML): 0".

10000 character(s) left
10,000 Character Limit

Deliverables

- ▶ Select “Save Multi-List”
- ▶ This will open the “Add Row” button for the Deliverables and Milestones sections

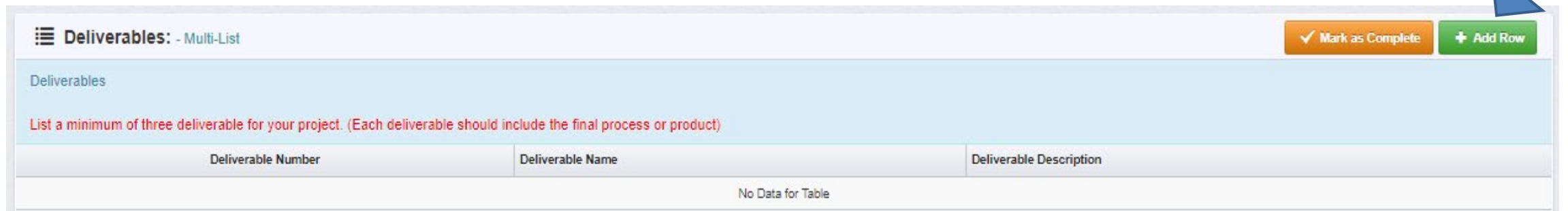


The screenshot shows a web interface for editing deliverables. At the top left, it says "Deliverables: - Edit". In the top right corner, there is a green button labeled "Save Multi-List" with a document icon, which is highlighted by a blue arrow. Below this is a section titled "Deliverables" with a red instruction: "List a minimum of three deliverable for your project. (Each deliverable should include the final process or product)". Underneath is a table with three columns: "Deliverable Number", "Deliverable Name", and "Deliverable Description". The table is currently empty, displaying "No Data for Table". At the bottom right of the form, there is another green "Save Multi-List" button.

Deliverable Number	Deliverable Name	Deliverable Description
No Data for Table		

Deliverables

- ▶ Scroll down to the bottom of the page and select the “Add Row” button under the deliverables section



Deliverables: - Multi-List ✓ Mark as Complete + Add Row

Deliverables

List a minimum of three deliverable for your project. (Each deliverable should include the final process or product)

Deliverable Number	Deliverable Name	Deliverable Description
No Data for Table		

Deliverables

- ▶ Add the deliverable number beginning with 1
- ▶ Add the deliverable name
- ▶ Add the deliverable description
 - ❑ Each deliverable should include the final process or product that will be completed during the project.
- ▶ Select “Save Row”
- ▶ ***List a minimum of three deliverables for your project***

Deliverables: Save Row

Deliverables

List a minimum of three deliverable for your project. (Each deliverable should include the final process or product)

Deliverable Number:

Provide a number for each deliverable starting at 1.

Deliverable Name:

Provide a name (brief description) of the deliverable.

The name for each deliverable needs to be different.

Deliverable Description:

9968 character(s) left

Each deliverable should include the final process or product that will be completed during the project.

Milestones

- ▶ Scroll down to the bottom of the page and click the “Add Row” button under the milestone section



☰ Milestones: - Multi-List ✓ Mark as Complete + Add Row

Milestones

For each deliverable at least two milestones are REQUIRED that will be completed that signal progress towards the achievement of the deliverable.

Associated Deliverable Name	Milestone Number	Milestone Description
No Data for Table		


Milestones

- ▶ Select the dropdown in the Associated Deliverable Name and select a deliverable from the list of deliverables created in the previous section
- ▶ Add the milestone number beginning at 1 for each deliverable
- ▶ Add the milestone description
 - ❑ Each milestone description should include how this milestone will signal progress towards the achievement of the associated deliverable
- ▶ At least two milestones are required for each deliverable that will be completed

Milestones:

Milestones

For each deliverable at least two milestones are REQUIRED that will be completed that signal progress towards the achievement of the deliverable.

Associated Deliverable Name : 

Milestone Number:

Number each milestone (starting at 1 for each deliverable)

Milestone Description :

0050 character(s) left

Each milestone should include how this milestone will signal progress towards the achievement of the associated deliverable.

Project Form Completion

- ▶ When the form has been completed, select “Save Form”



- ▶ You can make edits to the form by selecting “Edit Form”



- ▶ Select “Mark as Complete” when finished editing the form.

Budget

Budget

- ▶ Select “Budget”



Application Details		
Application cannot be Submitted Currently <ul style="list-style-type: none">Application components are not complete		
Component	Complete?	Last Edited
General Information	✓	Feb 20, 2025 10:45 AM - TEST TEST
Contact Information		-
Project Package		Feb 20, 2025 12:34 PM - TEST TEST
Budget		-
Named Attachments		-


Budget

- Select “Save Form”, this will allow the “Add Row” button to appear on the page

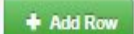
 Budget Justification

 Save Form

- Enter each budget line by selecting “Add Row” and completing all required information, then “Save Form” and “Add Row” if additional budget lines are needed. (Screenshot on next slide)

 Budget Line Items - Multi-List

 Mark as Complete

 Add Row

Line Item Name

Line Description

Unit Cost

Quantity Requested

Requested Grant Amount

No Data for Table

Budget

- Enter the Line Item Name, Line Description (optional), Unit Cost, and Quantity Requested
- Select “Save Row” to add the row.



Budget Line Items Save Row

Enter the common name short description of an item. **DO NOT PUT BRAND NAMES IN THIS SECTION**

Line Item Name*:

This section is provided if you need additional detail to the Line Name.

Line Description:

Please enter the individual cost per item requested.

Unit Cost*:


Please enter the number of items requested for this budget line.

Quantity Requested*:

Requested Grant Amount:

Budget

- ▶ Provide required justification for all budget lines by selecting “Edit Form” on the Budget Justification section


 Budget Justification

 Mark as Complete

 Edit Form



- ▶ In the Budget Justification, provide a separate justification for each item listed on the budget, include the following:
 - ❑ What is the item?
 - ❑ How will the item be used?
 - ❑ Why is the requested item necessary for the success of the project?
 - ❑ Who will use the item?
 - ❑ If the item is for supplies or equipment, is the item a replacement to current supplies/equipment, in addition to current supplies/equipment, or something the agency doesn't currently have?
 - ❑ What cost basis was used to determine the amount requested? (i.e. quote)
- ▶ When the justification(s) for all budget lines have been added, select “Save Form” and “Mark as Complete” at the top of page

 Budget Justification

 Save Form



Named Attachments

All attachments must be included in this section

- ❑ Required Attachments
 - **Mission Statement**
 - **Proof of Nonprofit Status**
 - **Audit/Financial Statement**
- ❑ Other Supporting Attachments (if applicable)
 - Quotes
 - Other Supporting Documentation (up to 3 attachments)

Named Attachments

Any additional information you would like to provide can be attached under “Other Supporting Documentation”

Named Attachments

- ▶ When the form has been completed, select “Mark as Complete”



📎 - Named Attachments								<input checked="" type="button" value="Mark as Complete"/>
Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?	
Mission Statement*	✓							
Proof of Nonprofit Status*	✓							
Audit/Financial Statement*	✓							
Quotes								
Other Supporting Documentation								
Other Supporting Documentation								
Other Supporting Documentation								

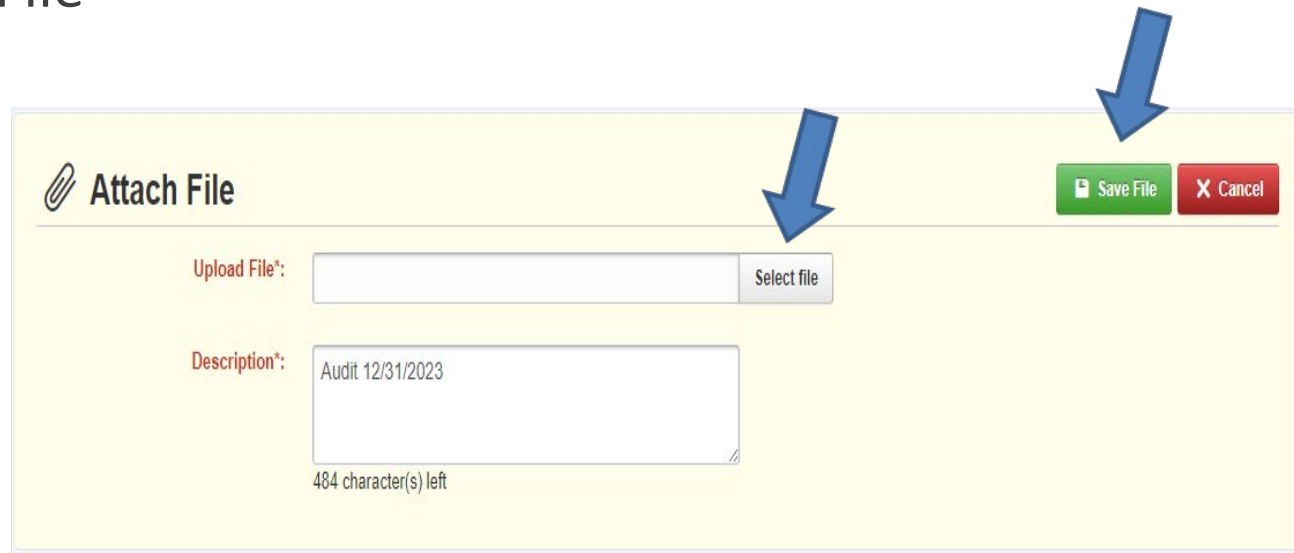
Named Attachments

- ▶ To add each attachment, select the name of the attachment

📎 - Named Attachments ✔ Mark as Complete							
Named Attachment	Required	Description	File Name 🔗	Type	Size	Upload Date	Delete?
Mission Statement*	✔						
Proof of Nonprofit Status*	✔						
Audit/Financial Statement*	✔						
Quotes							
Other Supporting Documentation							
Other Supporting Documentation							
Other Supporting Documentation							

Named Attachments

- ▶ Browse to select document
- ▶ Add a description to identify the document in the application, and select “Save File”



The screenshot shows a web form titled "Attach File" with a paperclip icon. It contains two main input fields: "Upload File*" and "Description*". The "Upload File*" field has a "Select file" button next to it. The "Description*" field contains the text "Audit 12/31/2023" and shows "484 character(s) left". At the top right of the form are two buttons: "Save File" (green) and "Cancel" (red). Three blue arrows point to the "Select file" button, the "Save File" button, and the "Cancel" button.

Attach File

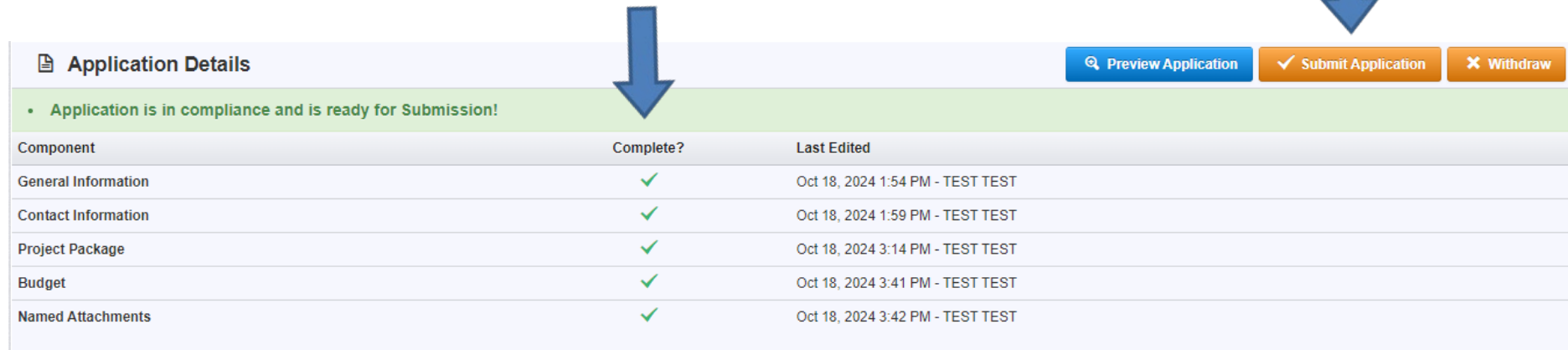
Upload File*: Select file

Description*:
484 character(s) left

Save File Cancel

Application Completion

- ▶ All forms **must be marked complete** in order to submit the application
- ▶ When everything is complete, select “Submit Application”



Application Details

Preview Application Submit Application Withdraw

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Oct 18, 2024 1:54 PM - TEST TEST
Contact Information	✓	Oct 18, 2024 1:59 PM - TEST TEST
Project Package	✓	Oct 18, 2024 3:14 PM - TEST TEST
Budget	✓	Oct 18, 2024 3:41 PM - TEST TEST
Named Attachments	✓	Oct 18, 2024 3:42 PM - TEST TEST

Questions

For any questions, please contact our office:

Joni McCarter

Program Manager

(573) 526-9020

Joni.McCarter@dps.mo.gov

Joanne Talleur

Grants Specialist

(573) 522-2851

joanne.talleur@dps.mo.gov