SFY 2026 Deputy Sheriff Salary Supplementation Fund (DSSSF)

Application Workshop

DSSSF Purpose

- Program purpose is to supplement salaries for Sheriff Deputies around the State.
- Funding formula, approved by the MoSMART Board, is as follows:
  - Deputies with an annual salary:
    - Below $28,600 will receive an annual supplement amount of $6,400
    - $28,601 - $33,000 will receive a supplement to increase their annual salary to $35,000
    - $35,001 to $64,999 will receive an annual supplement of $2,000
    - $65,000 and over are not eligible for supplement

LEA Compliance

- To be eligible for DSSSF funding, each law enforcement agency will need to be compliant at the time of application and remain compliant for the duration of the grant period of performance with the following:
- Section 590.650 RSMo - Vehicle Stops Report:
  - Pursuant to 590.650.3 RSMo, (1) every law enforcement agency shall compile the data described in subsection 2 for the calendar year into a report to the attorney general and (2) each law enforcement agency shall submit the report to the attorney general no later than March 1 of the following calendar year
    - NOTE: It is the responsibility of the applicant to verify the submission of this report with the Attorney General's Office prior to submitting an application. Failure to submit the Racial Profiling Report will result in the automatic denial of the application. A copy of such report need not be submitted with the application

LEA Compliance, cont.

- Section 590.700 RSMo – Written Policy on Recording of Custodial Interrogations:
  - Pursuant to 5900.700.4 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
    - NOTE: It is the responsibility of the applicant to ensure the prescribed written policy in in place prior to submitting an application
- Section 43.544 RSMo – Written Policy on Forwarding Intoxication-Related Traffic Offenses:
  - Pursuant to 43.411.1 RSMo, each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses to the central repository as required in Section 43.503 RSMo and shall certify adoption of such policy when applying for any grants administered by the Department of Public Safety

LEA Compliance, cont.

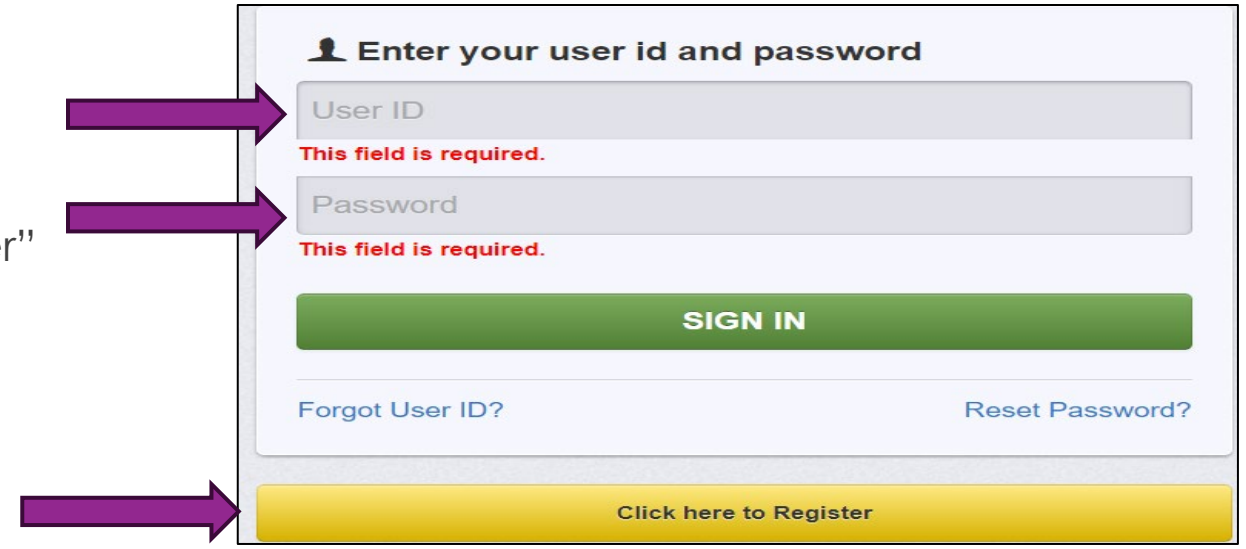
- Section 590.1265 RSMo – Police Use of Force Transparency Act of 2021:
  - Use of Force incidents reporting standards and procedures, publication of report data, analysis report. Each law enforcement agency shall certify compliance with this statue when accepting any grants administered by the Department of Public Safety
- Section 590.30 RSMo – Rap Back Program:
  - Pursuant to Section 590.030 RSMo, all law enforcement agencies shall enroll in the state and federal Rap Back programs on or before January 1, 2022, and continue to remain enrolled. The law enforcement agency shall take all necessary steps to maintain officer enrollment for all officers commissioned with that agency in the Rap Back programs. An officer shall submit to being fingerprinted at any law enforcement agency upon commissioning and for as long as the officer is commissioned with that agency.

LEA Compliance, cont.

- Section 43.505 RSMo – National Incident-Based Reporting System (NIBRS) *formerly Uniform Crime reporting (UCR):*
  - Pursuant to Section 43.505 RSMo, Uniform Crime Reporting system – duties of department – violations, penalty. Each law enforcement agency is required to submit crime incident reports to the department of public safety on forms or in the format prescribed by the department and submit any other crime incident information which may be required by the department of public safety. For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted MIBRS reports for three or more months. Each law enforcement agency shall certify compliance with Section 43.505 RSMo when accepting any grants administered by the Department of Public Safety.
    - NOTE: Show Me Crime Reporting provides a no cost option for agencies to comply with Section 43.505 RSMo. Agencies that are not currently compliant with Section 43.505 RSMo will not be eligible to apply until they have registered with Show Me Crime Reporting and have begun submitting MIBRS reports. https://showmecrime.mo.gov/CrimeReporting/MIBRSRegistration.html

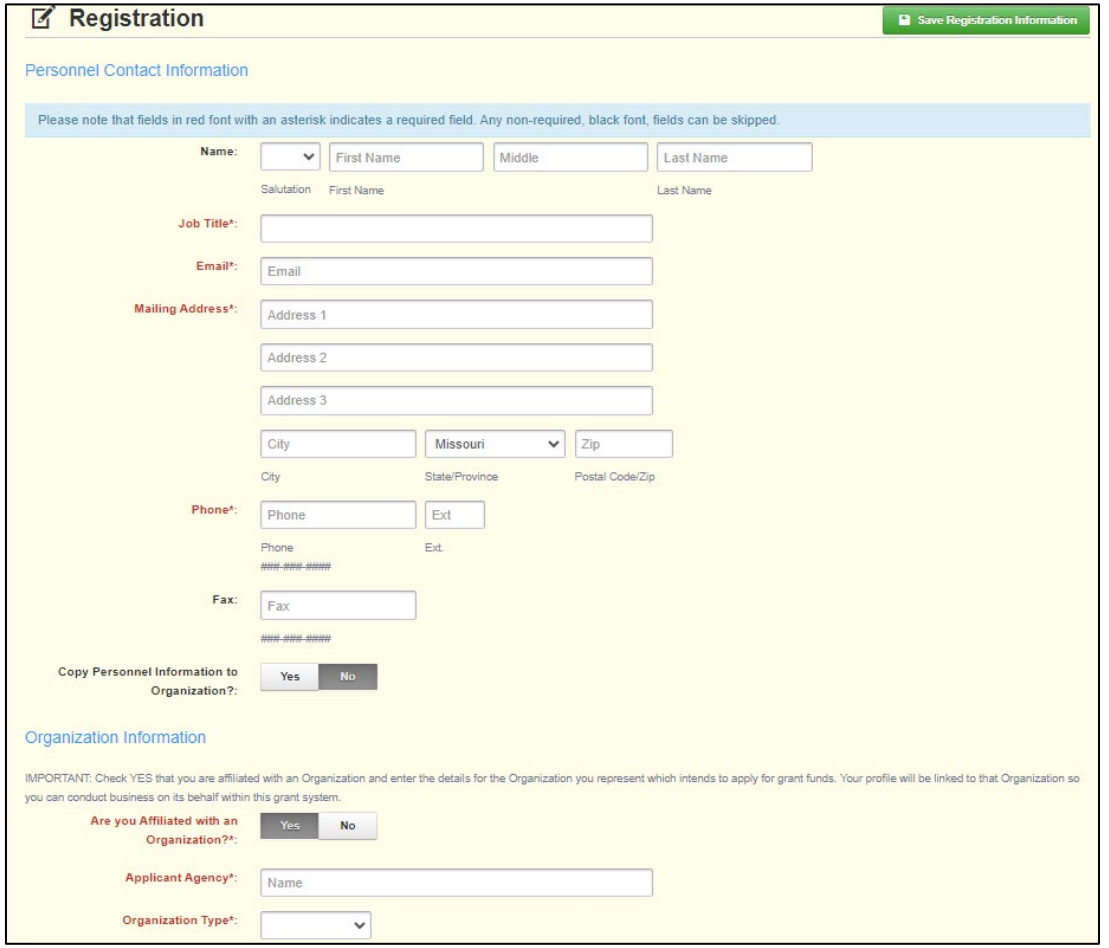
Login

- To begin an application login to the WebGrants System. Link to WebGrants: https://dpsgrants.dps.mo.gov/index.do
  - Returning users or Organizations
    - Enter User ID & Password
  - New Users select "Click here to Register"



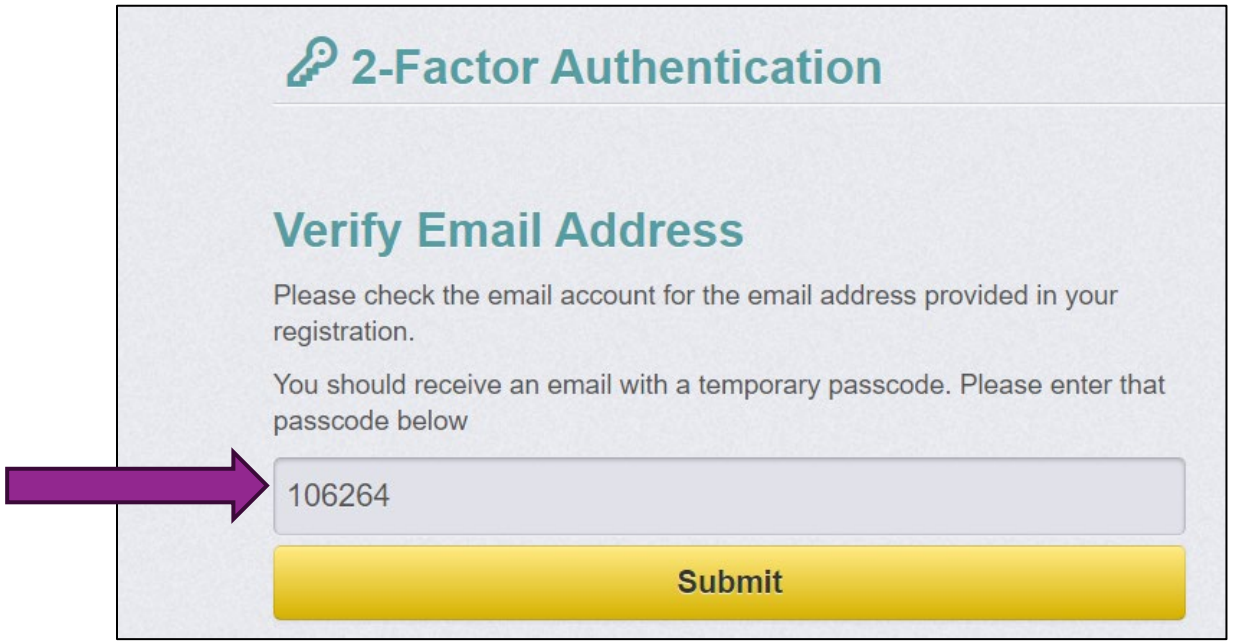
New User

- If you are applying as a "New User"
  - Complete the Registration
    - It may take a few days for your request to be approved by DPS staff
    - Items in **RED** are required



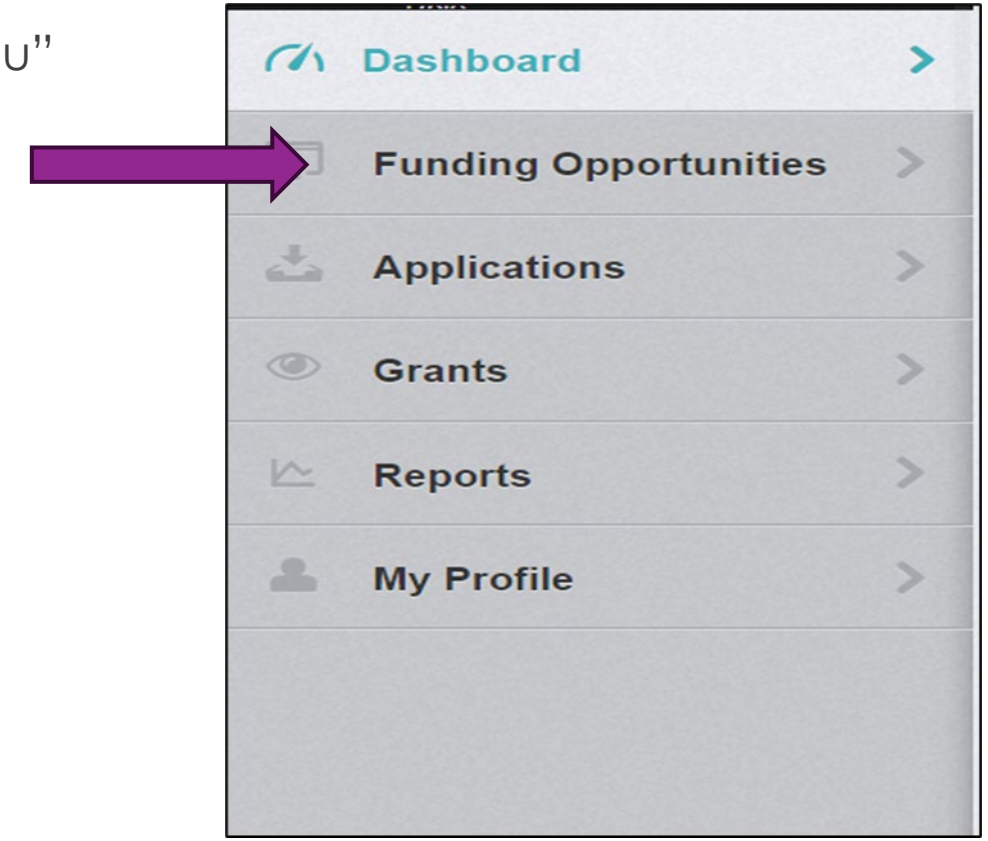
Two Step Verification

- Type in the One-Time Passcode that was sent to the email address that is associated to the User, select "Submit"



DSSSF Application

- Select “Funding Opportunities” from the “Main Menu”
- There should only be **ONE** application per agency



Funding Opportunity

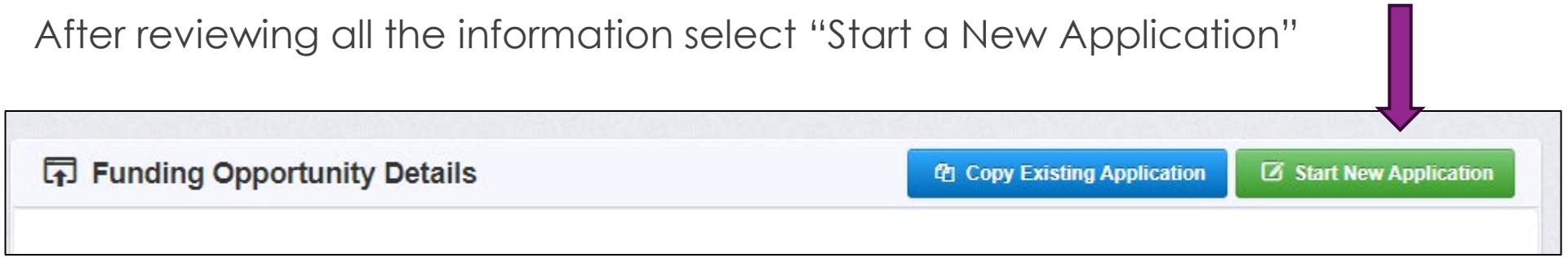
- Select the "#42289 DSSSF" Funding Opportunity

42289	Posted	2026 Test Deputy Sheriff Salary Supplementation Grant (DSSSF)	DSSSF-Deputy Sheriff Salary Supplementation	May 29, 2025 4:00 PM	0

- Review the Funding Opportunity details:
  - Description
  - Attachments
    - 2026 DSSSF Certified Assurances
    - 2026 DSSSF Notice of Funding Opportunity
  - Website Links
    - DPS DSSSF Website

Funding Opportunity, cont.

- After reviewing all the information select "Start a New Application"

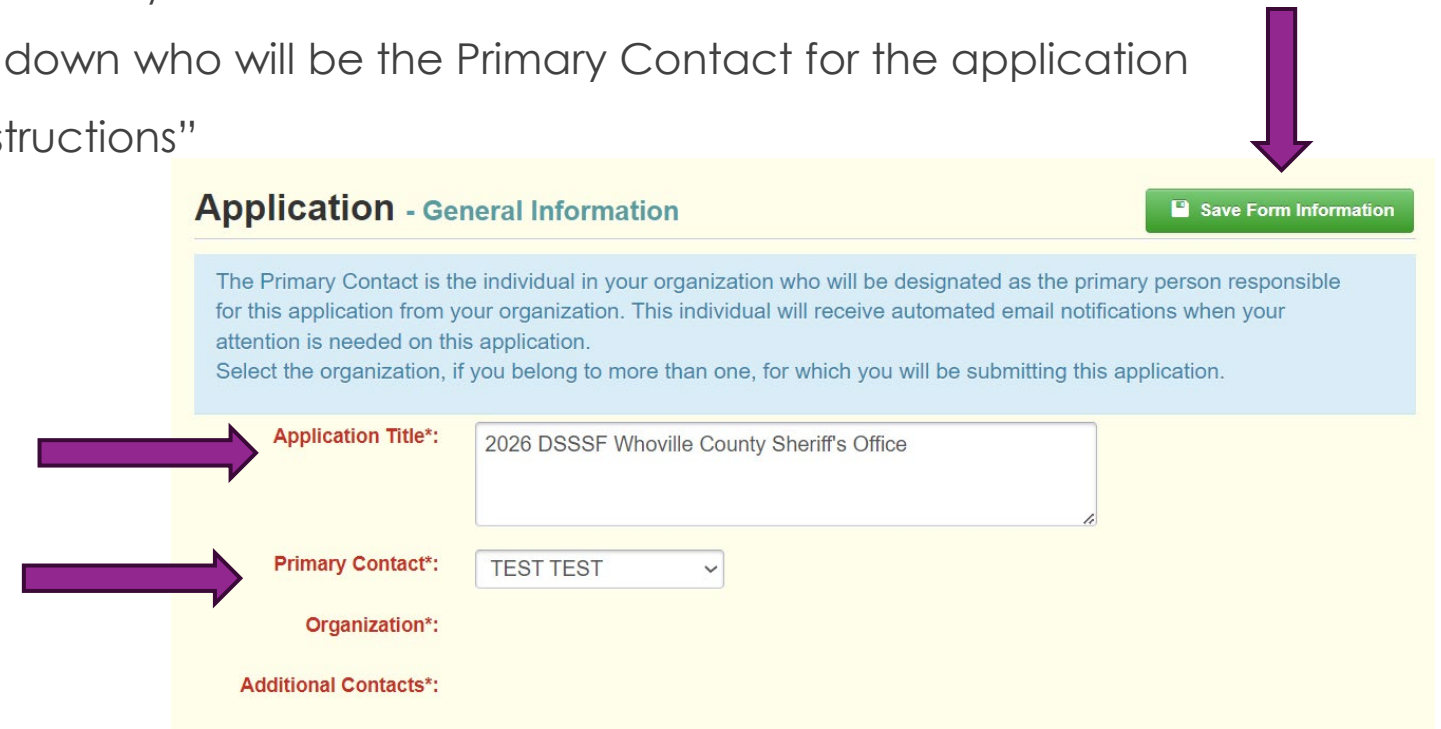


- The forms for this grant have changed, so selecting "Copy Existing Application" will not save time, as the forms will be blank

General Information

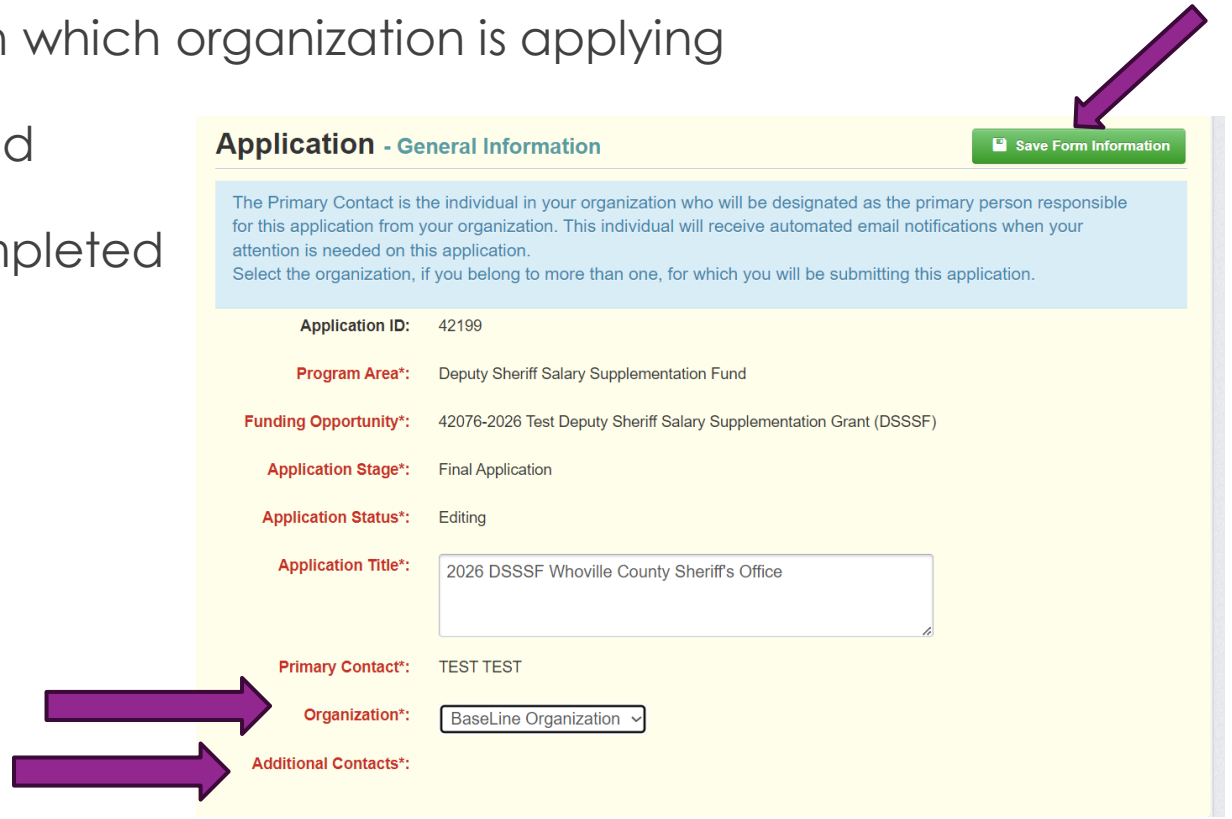
- Complete the entire form as indicated:
  - **Application Title:** Enter "2026 DSSSF [County Name] County Sheriff's Office"

    (i.e., 2026 DSSSF [Callaway] County Sheriff's Office)
  - **Primary Contact:** Select from the drop down who will be the Primary Contact for the application
  - When complete, select "Save Form Instructions"



General Information, cont.

- Select from the "Organization" drop-down which organization is applying
- Select any "Additional Contacts" if needed
- Select "Save Form Information" when completed

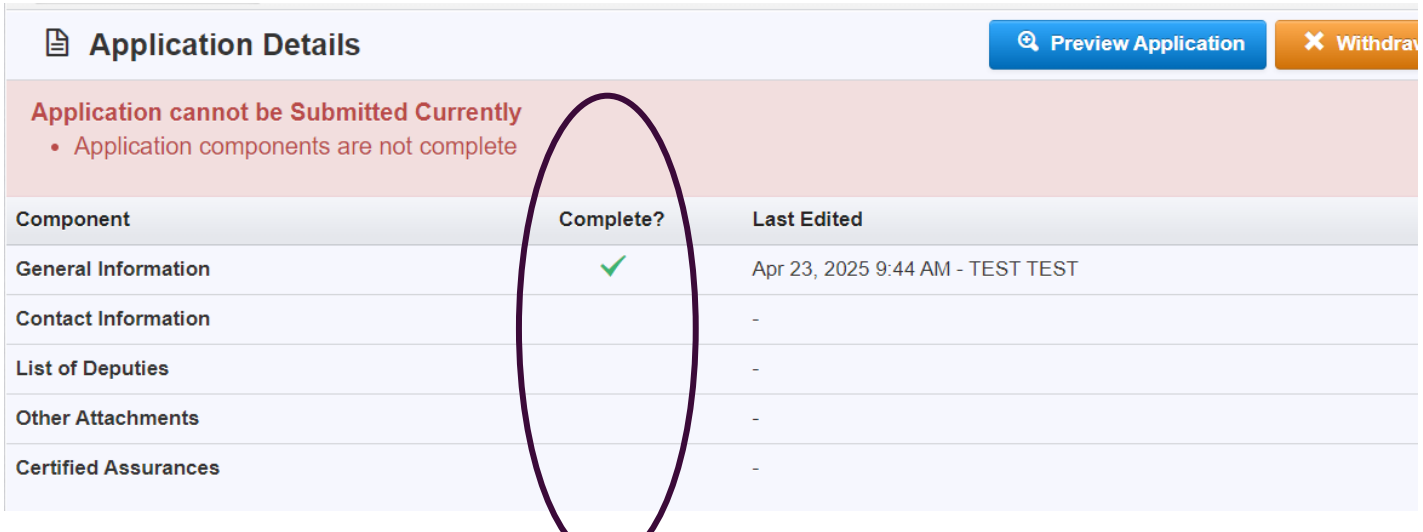


SFY 2026 DSSSF Application Forms

- The FY 2026 DSSSF Application will include 5 forms:
  - General Information
  - Contact Information
  - List of Deputies
  - Other Attachments
  - Certified Assurances

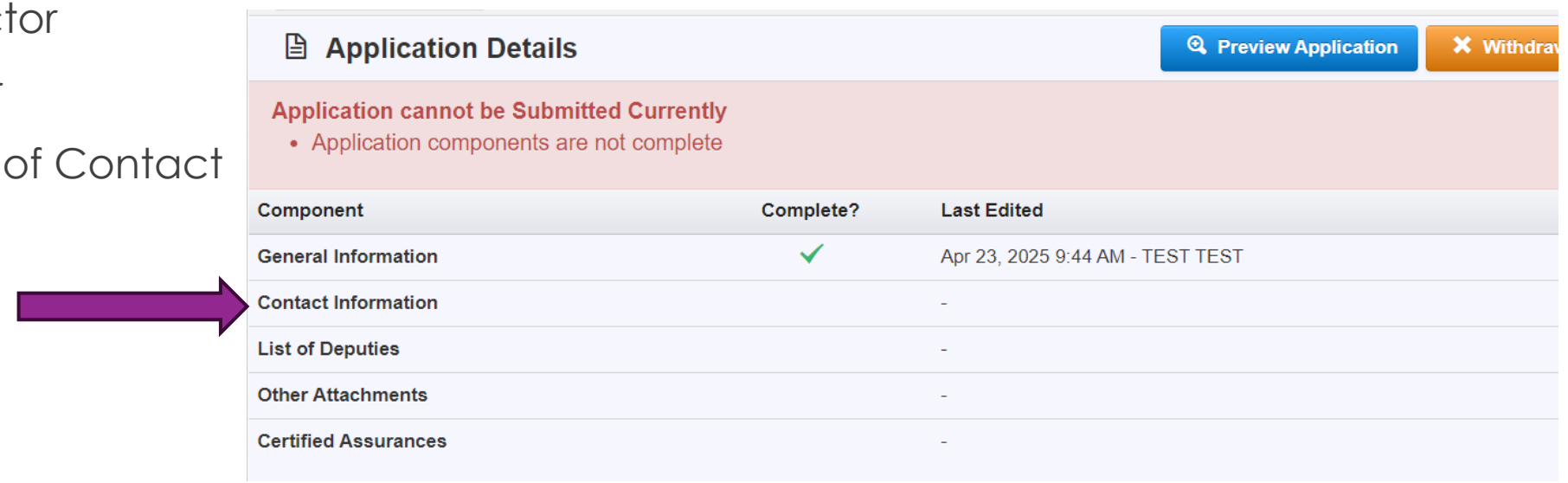
Application Details

- Once the General Information component has been completed, the application forms will appear
  - Each form must be completed and marked complete before the application can be submitted
  - Each form can be edited, after it has been marked complete, by selecting it



Contact Information

- Select "Contact Information"
- Complete each section of the "Contact Information" form
  - Authorized Official
  - Project Director
  - Fiscal Officer
  - Claims Point of Contact



Contact Information, cont.

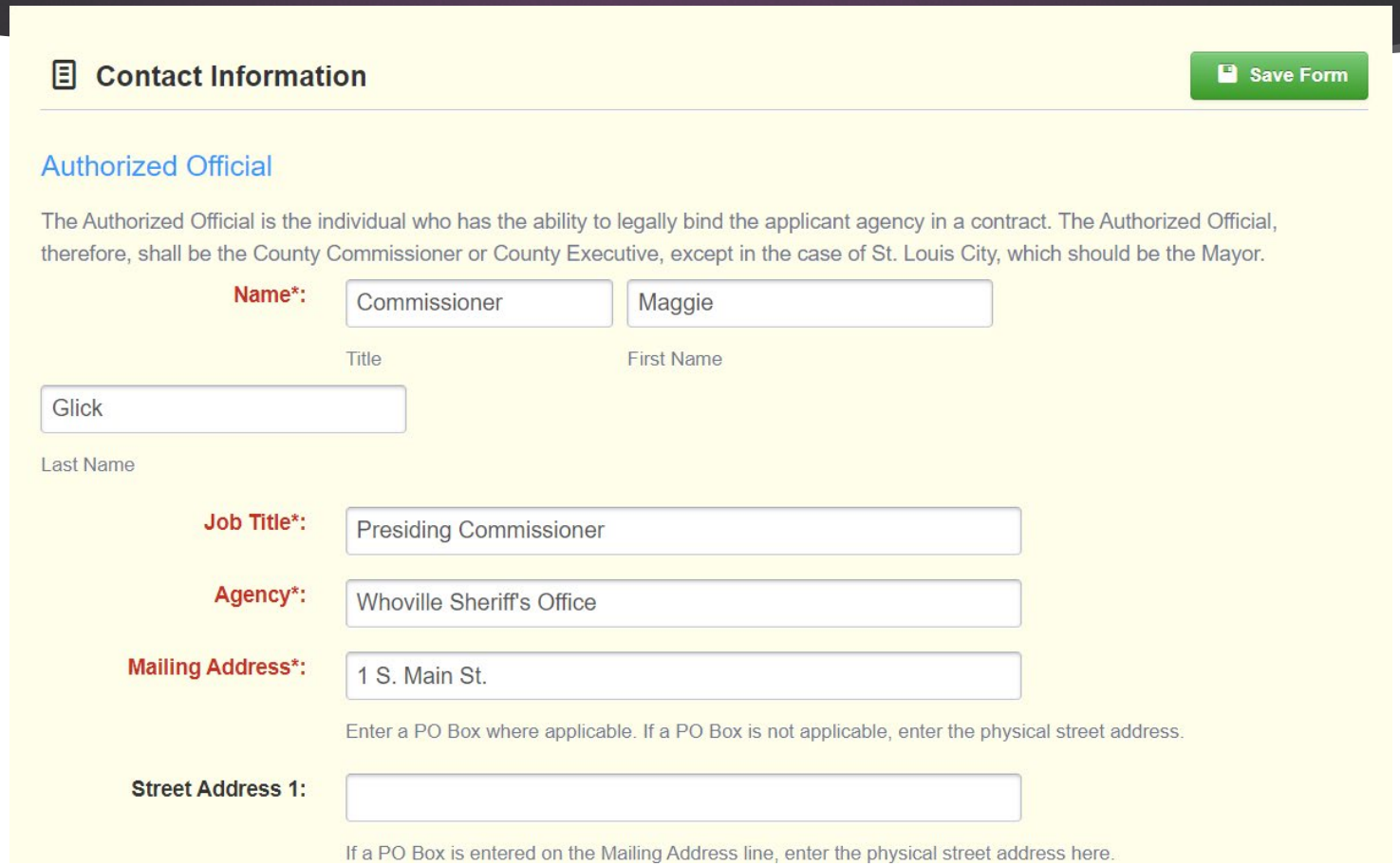
- Should reflect county contact information
- Authorized Official - Presiding Commissioner, County Executive
- Project Director - Sheriff
- Fiscal Officer - County Treasurer, Director of Finance, or person of similar duty
- Point of Contact - primary contact for day-to-day questions

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

Contact Information, cont.

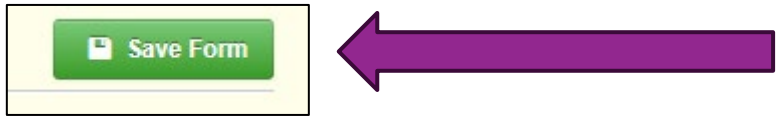
- Select "Edit Form"
- Complete the following:
  - Authorized Official
  - Project Director
  - Fiscal Officer
  - Claims Point of Contact
    - Everything in **RED** is a required field

Contact Information, cont.



Contact Information, cont.

- Select "Save Form" when the form has been completed

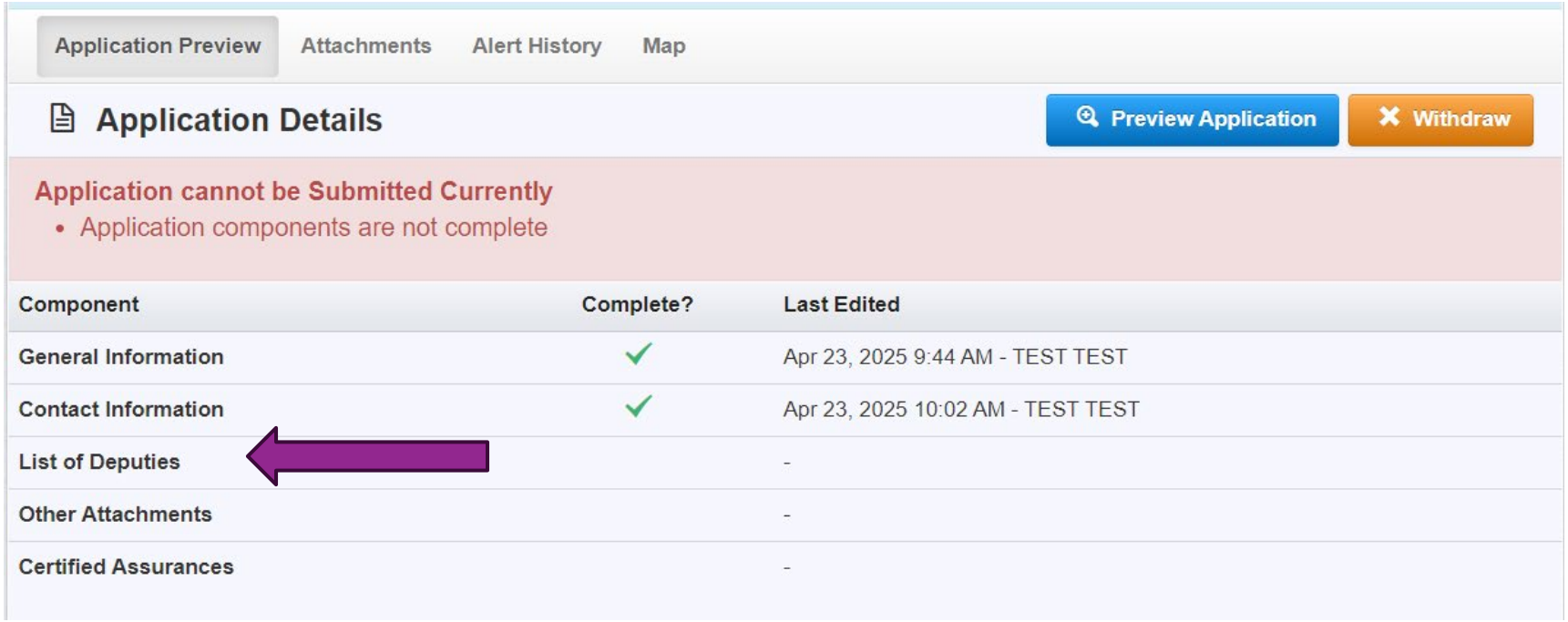


- If edits are needed, select "Edit Form"

- When finished, select "Mark as Complete"

List of Deputies

- Select "List of Deputies." The form will open in "Editing" status



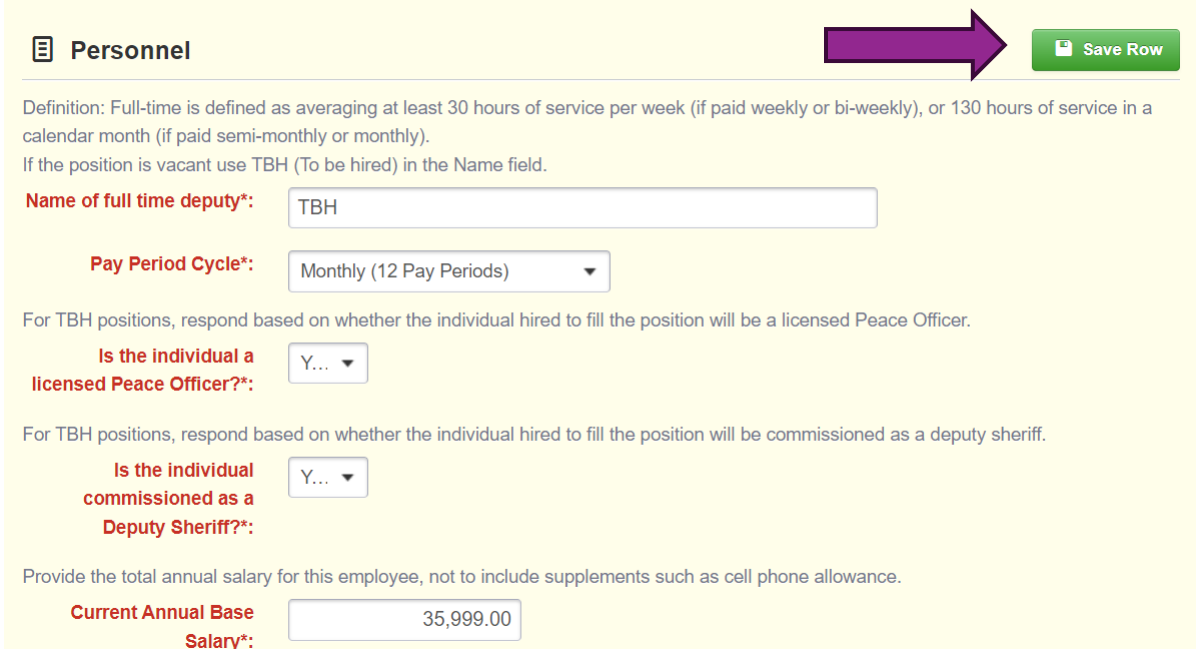
List of Deputies, cont.

- List all deputies receiving the supplement under "Personnel"
  - Select "Save Multi-List" to begin entering each deputy separately

- Once you have selected "Save Multi-List" select "Add row".

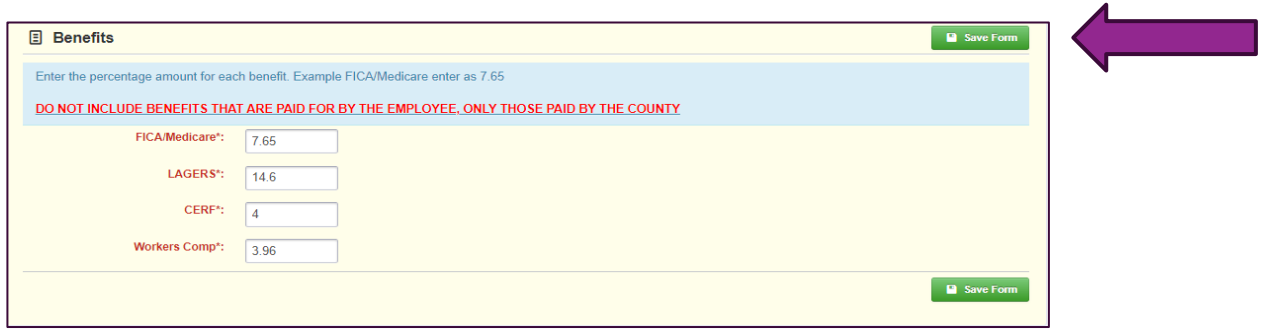
List of Deputies, cont.

- Enter each deputy specific information as requested
  - If to be hired positions (TBH) are not listed on the budget, they will not be funded
    - TBH positions may be included **only** if listed on the agency's budget
  - Answer each of the **REQUIRED** questions
  - When done, select "Save Row"



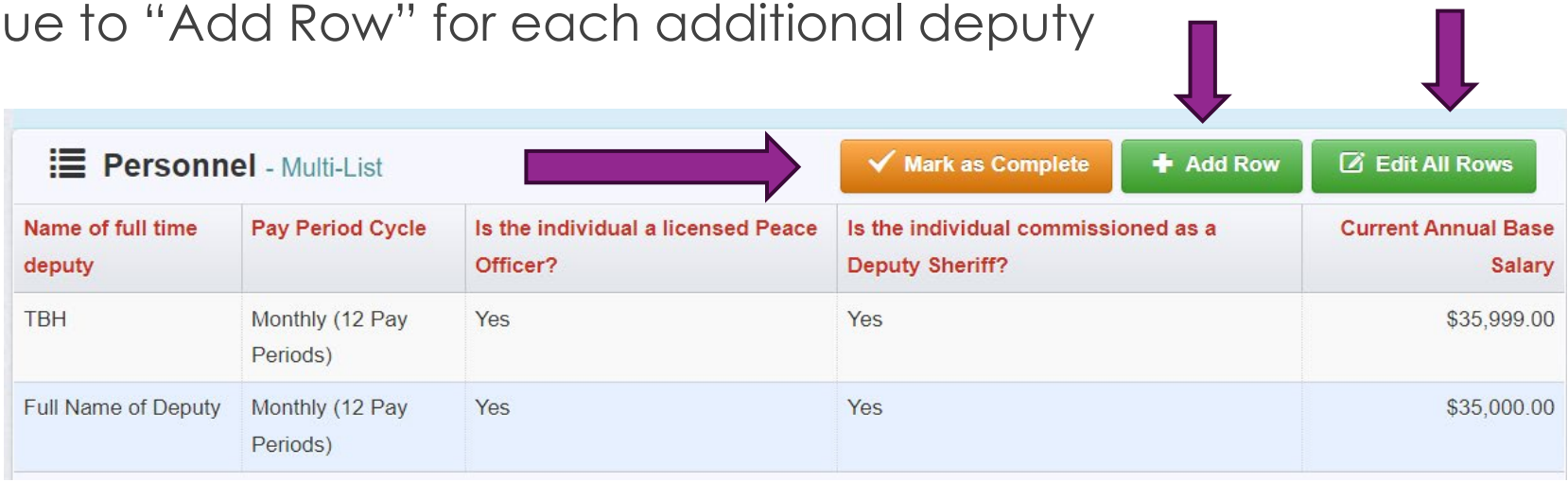
List of Deputies, cont.

- Scroll to the "Benefits" section and select "Edit Form"
- Add each benefit percentage
  - Enter only costs incurred by the county, not employee – contact the Fiscal Officer for benefit rate percentages
    - Contact DPS with any additional questions
  - Entered as a percentage of the salary
  - Once the benefits have been entered, select "Save Form"



List of Deputies, cont.

- Continue to "Add Row" for each additional deputy

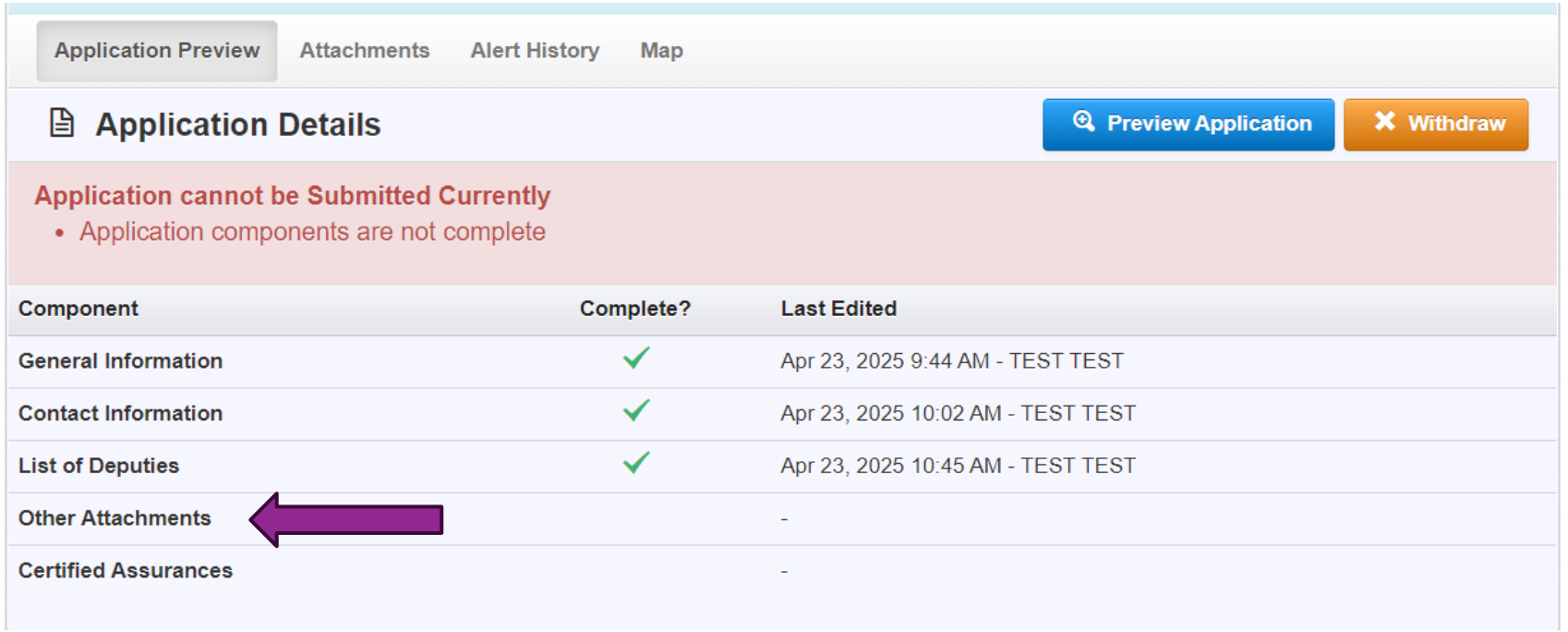


Name of full time deputy	Pay Period Cycle	Is the individual a licensed Peace Officer?	Is the individual commissioned as a Deputy Sheriff?	Current Annual Base Salary
TBH	Monthly (12 Pay Periods)	Yes	Yes	$35,999.00
Full Name of Deputy	Monthly (12 Pay Periods)	Yes	Yes	$35,000.00

- Once all deputies have been entered, you may select "Edit All Rows" to do a mass edit of the form
- If you have no further edits and this form is completed, select "Mark as Complete"

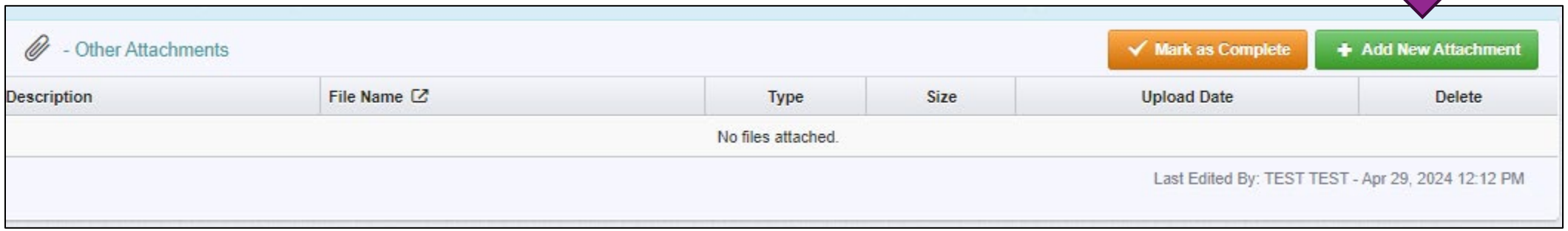
Other Attachments

- Select "Other Attachments"
  - Attachments are optional (i.e., benefit rate sheet(s), etc.)



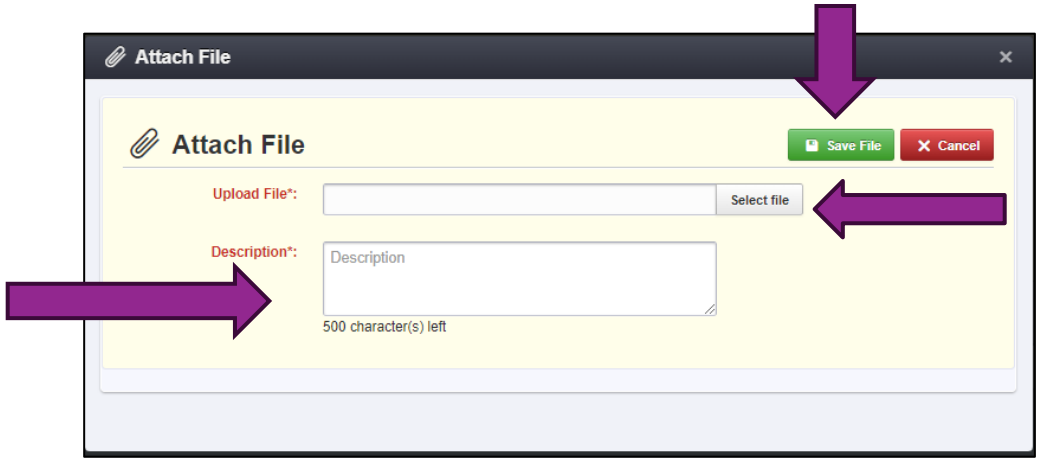
Other Attachments, cont.

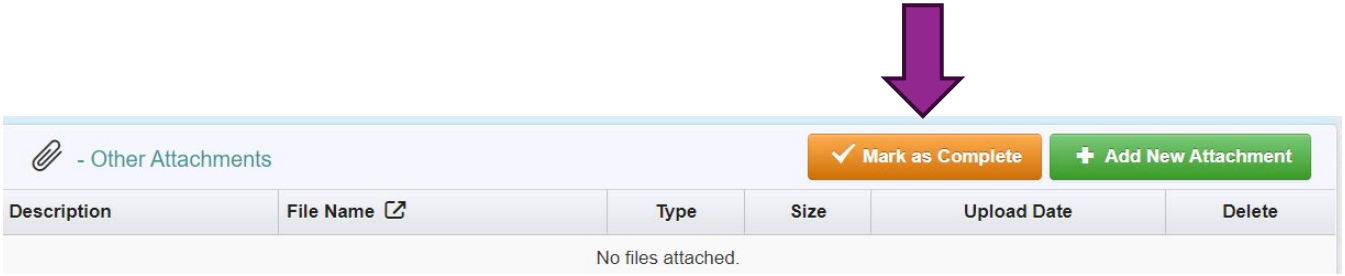
- If there are attachments, select "Add New Attachment"



Other Attachments, cont.

- Browse your computer to select a document by selecting “Select file”
- Provide a brief description and select “Save File”
- Continue to add files, if necessary.
- If you do not have further attachments, select “Marked as Complete”



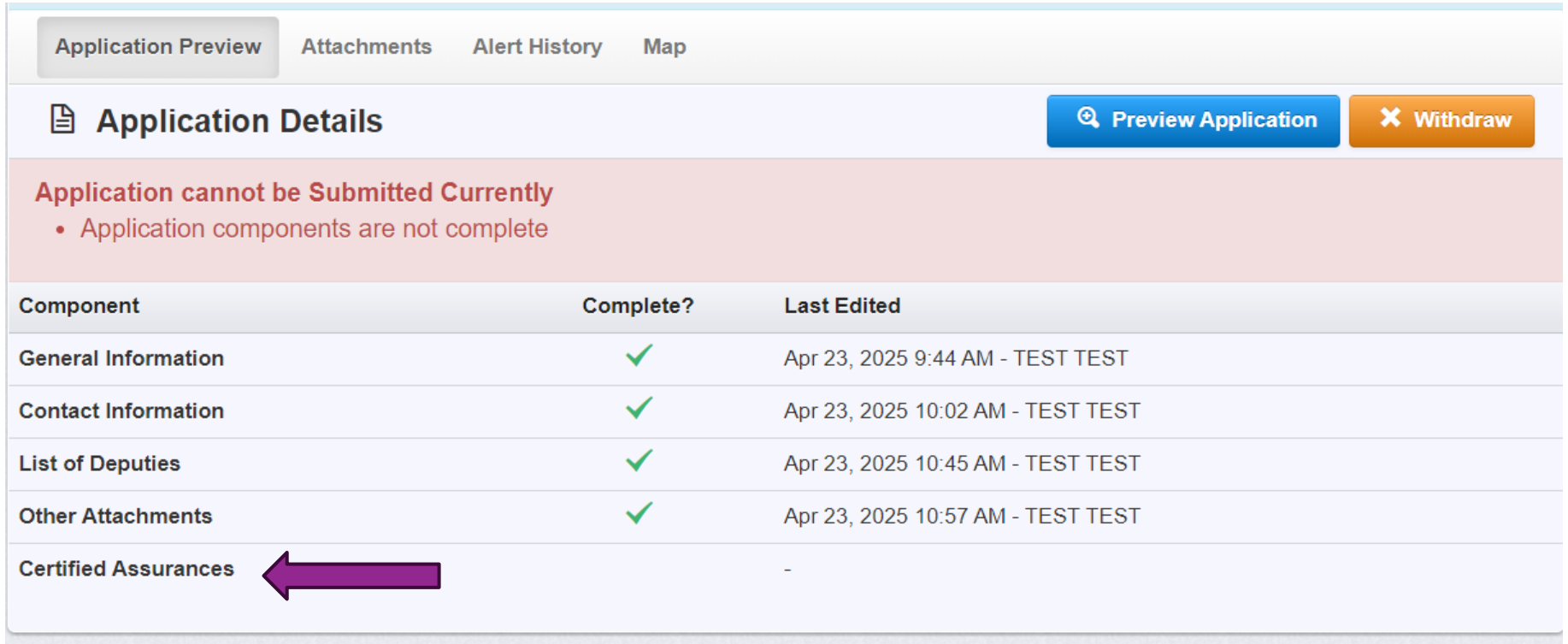


Other Attachments, cont.

- If there are not any attachments, select "Marked as Complete"

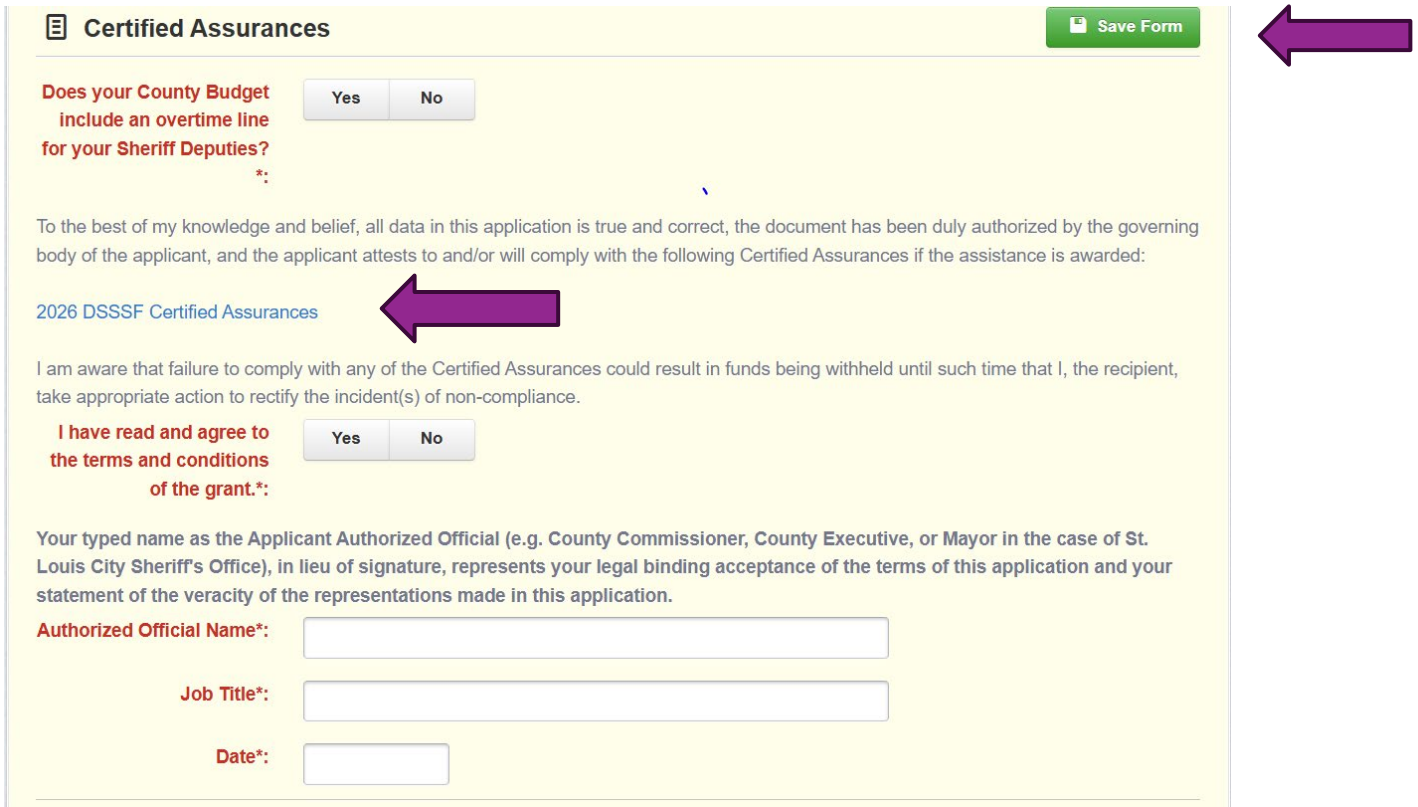
Certified Assurances

- Select “Certified Assurances”



Certified Assurances

- This section is used to ensure the appropriate Authorized Official agrees to participate in the program
- Complete each question
- Click on the hyperlink to review the 2026 DSSSF Certified Assurances
- Once completed, select "Save Form"

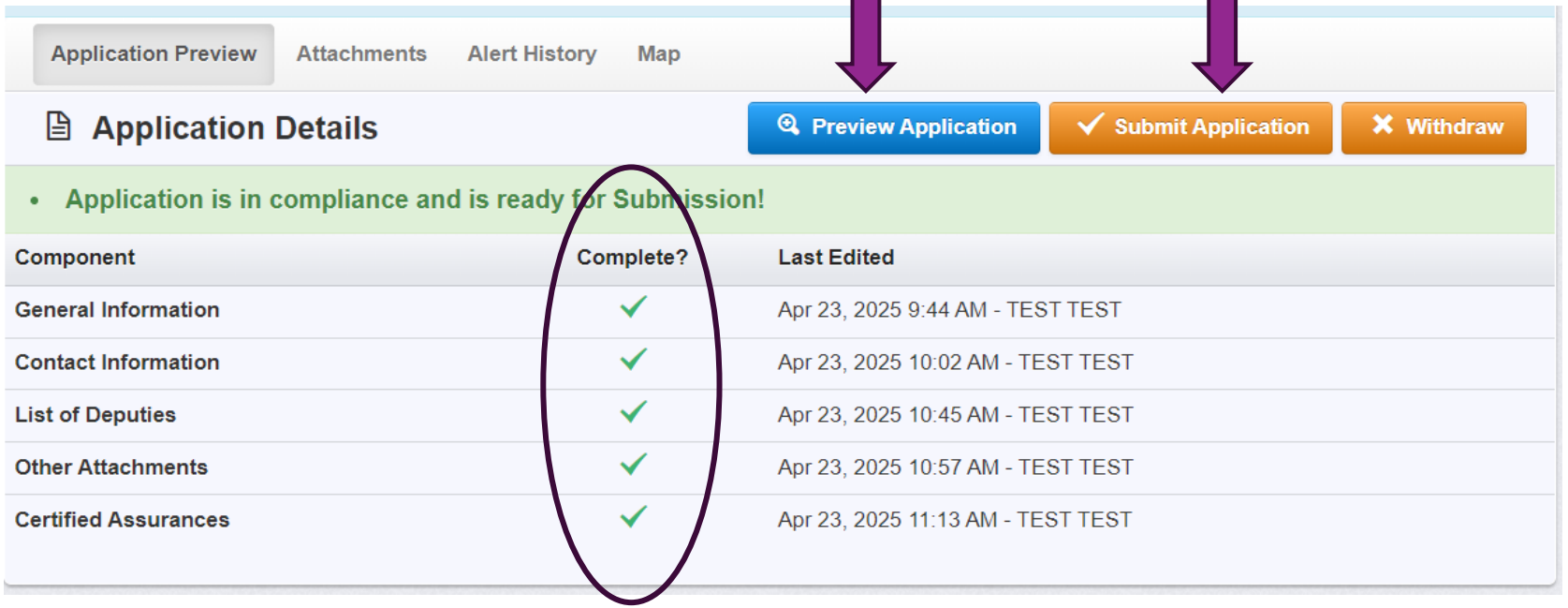


Certified Assurances, cont.

- If the form needs any edits, select "Edit Form"
- If the form is correct, select "Mark as Complete"

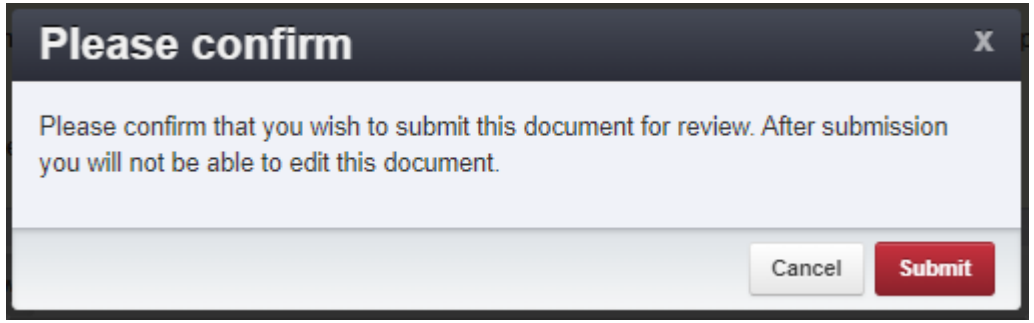
Application submission

- When all forms have been completed and marked as complete, select "Preview Application" to save hard copy for files and once complete, select "Submit Application" to submit the application



Application submission, cont.

- You will then receive a confirmation pop-up



- You will not be able to edit the application, once it is submitted
- **Applications must be submitted by May 22, 2025, 4:00 pm CST**

Application submission, cont.

- The Primary Contact for the application will receive an email from WebGrants confirming the application was submitted

From: dpswebgrants@dps.mo.gov <dpswebgrants@dps.mo.gov>
Sent: Wednesday, May 1, 2024 3:20 PM
To: dpswebgrants <dpswebgrants@dps.mo.gov>
Subject: WebGrants - Missouri Department of Public Safety - Application - #28126 - Submitted

**** DO NOT RESPOND TO THIS EMAIL ****

The following Application has been submitted:

Application Number: 28126
Project Title: 2025 DSSSF Whoville County Sheriff's Office
Program Area: Deputy Sheriff Salary Supplementation Fund
Applicant Agency: BaseLine Organization
Primary Contact: TEST TEST

If this email requires your attention, you may log into the WebGrants grants management system at https://dpsgrants.dps.mo.gov. You can view or print a copy of the submitted application under the "My Applications" module.

You may now log into the WebGrants system at the following location:
https://dpsgrants.dps.mo.gov/

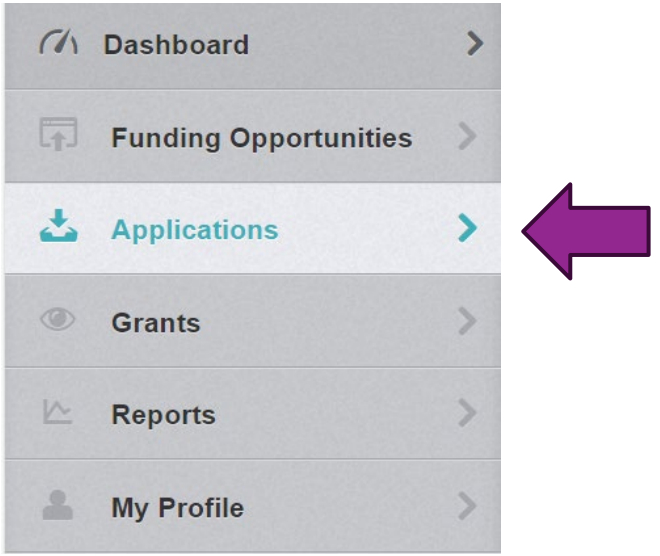
Important Dates

- Application Period: April 29, 2025 – May 22, 2025, 4:00 p.m. CST
- Compliance Workshop: July 2025
- Program Start Date: July 1, 2025
- Program End Date: June 30, 2026
- Status Report Due: July 10, 2026

How to Get To Your Application After It Has Been Started

- Go to Applications on your main bar
- In the Search Bar, type in 2026 DSSSF. You should be able to find it in the list

- Click anywhere in the line to open the Application. Once the application is open, you will not be able to make any edits



42201	Submitted	Final Application	2026 DSSSF Whoville County Sheriff's Office	BaseLine Organization	DSSSF-Deputy Sheriff Salary Supplementation Fund	42076-2026 Test Deputy Sheriff Salary Supplementation Grant (DSSSF) (Test)	May 29, 2025 4:01 PM

SFY 2026 DSSSF Contact Information

- **DPS Grants Specialist**

  Maggie Glick

  Maggie.Glick@dps.mo.gov

  (573) 751-5289

- **DPS Grants Specialist**

  Elizabeth Leuckel

  Elizabeth.Leuckel@dps.mo.gov

  (573) 751-1318

- **DPS Grants Program Manager**

  Joni McCarter

  Joni.McCarter@dps.mo.gov

  (573) 526-9020

- **DPS Lead Grants Specialist**

  Amelia Jaegers

  Amelia.Jaegers@dps.mo.gov

  (573) 522-4094

- **DPS Grants Specialist**

  Becky Block

  Rebecca.Block@dpslmo.gov

  (573) 522-3455