

2023 Edward Byrne Memorial
Justice Assistance Grant
(JAG)
2025 State Drug Task Force
(DTF)
Application Workshop



Drug Task Force (DTF) Grant Purpose

- ▶ The purpose of the Drug Task Force (DTF) Grant
 - ▶ The Missouri Department of Public Safety's strategic priorities encompass several key initiatives including; building relationships with external stakeholders, identifying hazards and threats to public safety, maintaining sufficient capacities to perform statutorily required responsibilities and utilizing Federal and State programs to protect, as well as provide impactful service to Missouri citizens. The DTF grant opportunity provides resources to combat drug related crimes.

DTF Grant Eligible Applicants

- ▶ Eligible Applicants
 - ▶ Multi-Jurisdictional Drug Task Forces
 - ▶ Minimum of 10 MOU/MOA signers is recommended – MOU/MOA must be submitted with the application
 - ▶ Applicant agency must be its respective unit of state or local government
- ▶ Reference the Notice of Funding Opportunity for additional detail
 - ▶ [2023 Edward Byrne Memorial Justice Grant \(JAG\)/2025 State Drug Task Force \(DTF\) grant Notice of Funding Opportunity](#)

Login

- ▶ To begin an application login to the WebGrants System
 - ▶ Returning users or organizations
 - ▶ Enter User ID under Log In
 - ▶ New users select “Click here to Register”

Login

Enter your user id and password

User ID

Password

SIGN IN

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

[Click here to Register](#)

New Users

- ▶ If you are applying as a “New User”
 - ▶ It may take a few days for your request to be approved by DPS staff

Registration

Save Registration Information

Personnel 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

Job Title*:

Email*:

Mailing Address*:

City State/Province Postal Code/Zip

Phone*:
Phone Ext.
####

Fax:
####

Copy Personnel Information to Organization?:

Organization Information

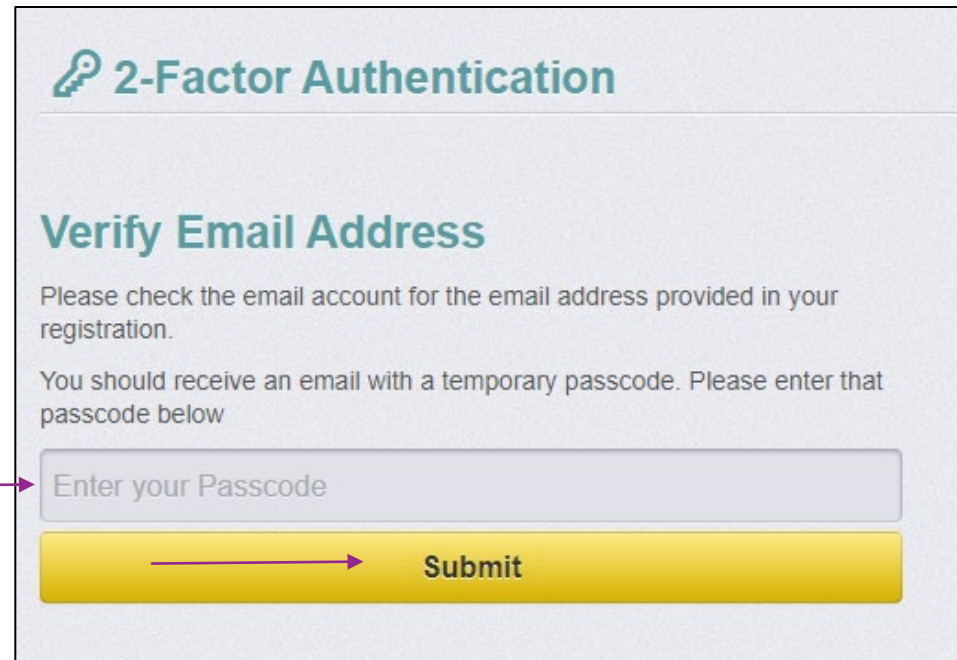
IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization*:

Applicant Agency*:

Two-Step Verification

- ▶ Type in your One-Time Passcode
 - ▶ A one-time passcode will be sent to the email address that is registered with the User ID
- ▶ Select “Submit”



The screenshot shows a web interface for 2-Factor Authentication. At the top, there is a header with a key icon and the text "2-Factor Authentication". Below this is a section titled "Verify Email Address". The text in this section reads: "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". There is a text input field with the placeholder text "Enter your Passcode". Below the input field is a yellow button with the text "Submit". A purple arrow points from the left side of the slide to the input field, and another purple arrow points from the left side of the slide to the "Submit" button.

DTF Grant Application

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



Funding Opportunities

- ▶ Select the “2023 Federal Jag 2025 State DTF” Funding Opportunities

| | | | | |
|-------|--------|---------------------------------|--|----------------------|
| 27689 | Posted | 2023 Federal JAG 2025 State DTF | JAG-Edward Byrne Memorial Justice Assistance Grant | May 16, 2024 4:00 PM |
|-------|--------|---------------------------------|--|----------------------|

- ▶ Review the Funding Opportunity details including:
 - ▶ Description
 - ▶ Attachments
 - ▶ 2023 Federal 2025 State Drug Task Force Certified Assurances
 - ▶ 2023 Federal 2025 State Drug Task Force Notice of Funding Opportunity
 - ▶ Website Links
 - ▶ DPS DTF Website

Funding Opportunity cont.

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



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

General Information

- ▶ Complete the entire form as indicated:
 - ▶ **Project Title:** Enter 23/25 DTF – Task Force name (i.e. 23/25 DTF – Whoville Island Narcotics (WIN) Task Force
 - ▶ **Primary Contact:** Select from the drop down, who will be the Primary Contact for the application
 - ▶ 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*: 23/25 DTF - Whoville Island (WIN) Task Force

Primary Contact*: TEST TEST

Organization*: Audit OVC
Cassie Tester
Chelse Dowell
System Administrator
Tena Malone
TEST TEST
Tester2 Tester2

Additional Contacts*:

General Information cont.

- ▶ Select from the drop-down the Organization
- ▶ 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: 27671

Program Area*: Edward Byrne Memorial Justice Assistance Grant

Funding Opportunity*: 27660-Test 2023 2025 JAG DTF

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: TEST TEST

Organization*:

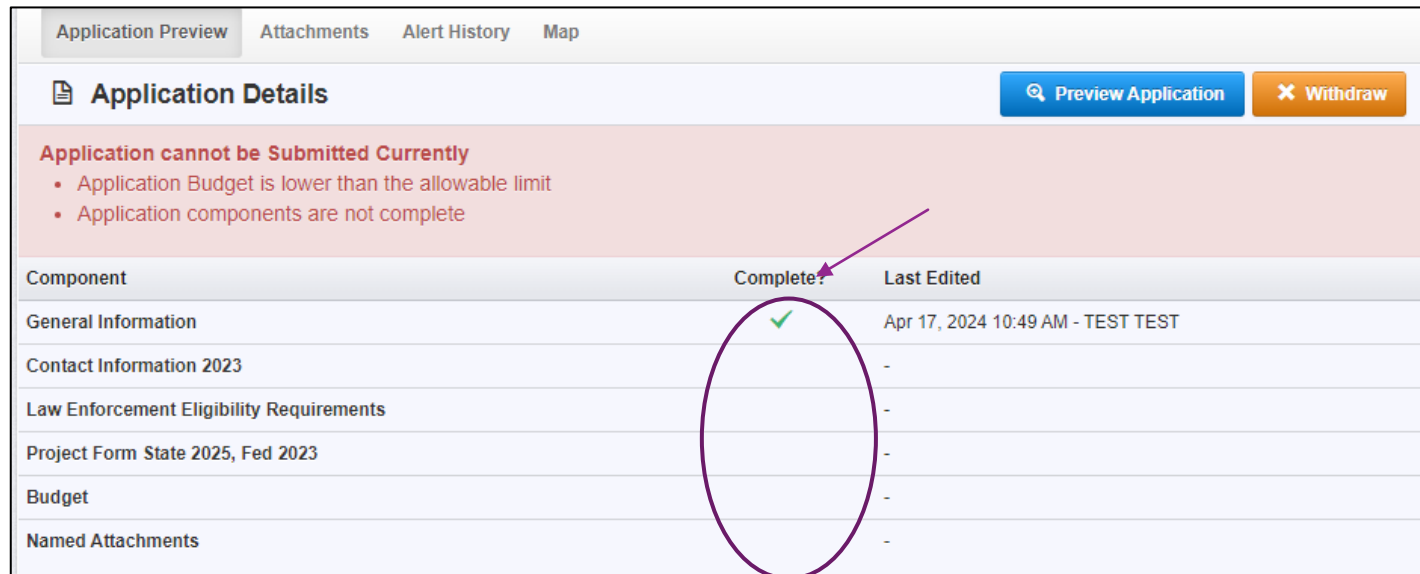
Additional Contacts*:
Illinois
Iowa
Kansas
Nebraska
State of Arkansas

2023/2025 DTF Application Forms

- ▶ The 2023/2025 DTF Application will include 6 forms:
 - ▶ General Information
 - ▶ Contact Information 2023
 - ▶ Law Enforcement Eligibility Requirements
 - ▶ Project Form State 2025, Fed 2023
 - ▶ Budget
 - ▶ Named Attachments

DTF Application Forms cont.

- ▶ Once the General Information component has been completed, the Application Forms components will appear
- ▶ Each form must be completed and “Marked as Complete” before the application can be submitted



The screenshot displays the 'Application Details' page with a navigation bar at the top containing 'Application Preview', 'Attachments', 'Alert History', and 'Map'. Below the navigation bar are two buttons: 'Preview Application' (blue) and 'Withdraw' (orange). A red warning banner states 'Application cannot be Submitted Currently' with two bullet points: 'Application Budget is lower than the allowable limit' and 'Application components are not complete'. Below the banner is a table with columns 'Component', 'Complete', and 'Last Edited'. The 'General Information' row shows a green checkmark in the 'Complete' column and the date 'Apr 17, 2024 10:49 AM - TEST TEST'. A purple oval highlights the 'Complete' column header and the checkmark, with a purple arrow pointing to the checkmark.

| Component | Complete | Last Edited |
|--|----------|-----------------------------------|
| General Information | ✓ | Apr 17, 2024 10:49 AM - TEST TEST |
| Contact Information 2023 | - | - |
| Law Enforcement Eligibility Requirements | - | - |
| Project Form State 2025, Fed 2023 | - | - |
| Budget | - | - |
| Named Attachments | - | - |

Contact Information

- ▶ Select “Contact Information 2023”

| Component | Complete? | Last Edited |
|--|-----------|-----------------------------------|
| General Information | ✓ | Apr 17, 2024 10:49 AM - TEST TEST |
| Contact Information 2023 | | - |
| Law Enforcement Eligibility Requirements | | - |
| Project Form State 2025, Fed 2023 | | - |
| Budget | | - |
| Named Attachments | | - |

- ▶ Complete each section of the Contact Information form
 - ▶ Authorized Official
 - ▶ Project Director
 - ▶ Fiscal Officer
 - ▶ Officer in Charge

Contact Information cont.

▶ Authorized Official

- ▶ If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- ▶ If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
- ▶ If the applicant agency is a State Department, the Director shall be the Authorized Official
- ▶ If the applicant agency is a college/university, the President shall be the Authorized Official
- ▶ If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, this includes Fire Protection Districts
- ▶ If the applicant agency is under the supervision of a board, the Board Chair or Board President shall be the Authorized Official
- ▶ If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official

Contact Information cont.

Contact Information

Save Form

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. For example:

- If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
- If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
- If the applicant agency is a State Department, the Director shall be the Authorized Official
- If the applicant agency is a college/university, the President shall be the Authorized Official
- If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, this includes Fire Protection Districts
- If the applicant agency is under the supervision of a board, the Board Chair or Board President shall be the Authorized Official
- If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official

****THIS IS NOT AN ALL-INCLUSIVE LIST. IF YOUR AGENCY DOES NOT FALL INTO ONE OF THE CATEGORIES LISTED ABOVE OR YOU ARE UNSURE OF WHO THE AUTHORIZED OFFICIAL SHOULD BE FOR YOUR AGENCY, PLEASE CONTACT THE MISSOURI OFFICE OF HOMELAND SECURITY DPS GRANTS AT (573) 751-5289****

Authorized Official*:

Mrs Amelia Jaegers
Title (Mr.Ms.etc) First Name Last Name

Job Title*: Whoville Island Mayor

Agency*: Whoville Island

Mailing Address*: 1101 Riverside Dr

Street Address 1: P.O. Box 749

Street Address 2:

Whoville Isaland Missouri 65102
City State Zip Code

Email*: Amelia.Jaegers@dps.mo.gov

Phone*: 573-522-4094
Office Ext. Cell

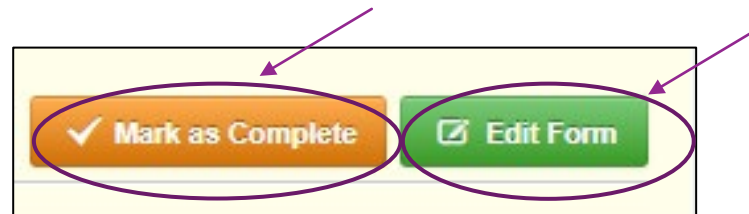
Fax:

Contact Information cont.

- ▶ Select “Save Form ”, when the form has been completed



- ▶ If edits are necessary, select “Edit Form”
 - ▶ Save the form, once all edits have been made
- ▶ Select “Mark as Complete”



Application Forms

- ▶ Select “Law Enforcement Eligibility Requirements”

| Component | Complete? | Last Edited |
|--|-----------|-----------------------------------|
| General Information | ✓ | Apr 17, 2024 10:49 AM - TEST TEST |
| Contact Information 2023 | ✓ | Apr 17, 2024 11:07 AM - TEST TEST |
| Law Enforcement Eligibility Requirements | | - |
| Project Form State 2025, Fed 2023 | | - |
| Budget | | - |
| Named Attachments | | - |

- ▶ Complete each section of the Law Enforcement Eligibility Requirements
 - ▶ Law Enforcement Agency Information
 - ▶ Eligibility Requirements

Law Enforcement Eligibility Requirements

- ▶ Law Enforcement Agency Information
 - ▶ Name of the Project Agency (law enforcement department)
 - ▶ Originating Agency Identifier (ORI)

| ☰ Law Enforcement Agency Information | |
|---|---|
| Name of the Project Agency (law enforcement department): | <input type="text" value="Whoville Island Narcotics (WIN) Task Force"/> |
| <small>The "applicant agency" for the project must be the unit of government. The "project agency" must be the respective law enforcement department.</small> | |
| Originating Agency Identifier (ORI): | <input type="text" value="MO4576921"/> |

Law Enforcement Eligibility Requirements cont.

- ▶ Eligibility Requirements
 - ▶ If you answer “NO” to any questions #1-6, your agency is NOT currently eligible for funding, please DO NOT continue with the application until your agency is compliant

Eligibility Requirements

Save Form

If the answers to any of the eligibility questions #1-6 is 'No' the agency is not eligible for funding please do not continue with the application, until the agency becomes compliant.

1. Is the project agency in compliance with Section 590.650 RSMo - Vehicle Stops Reporting? Yes No
(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 first of the following calendar year.

2. Is the project agency in compliance with Section 590.700 RSMo? - Yes No
(Agencies are required to 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 Section 590.700 RSMo)

3. Is the project agency in compliance with Section 43.544 RSMo - Yes No
(each law enforcement agency shall adopt a policy requiring arrest information for all intoxication-related traffic offenses be forwarded to the central repository)

4. Is the project agency in compliance with Section 590.1265 RSMo - Police Use of Force Transparency Act of 2021? : Yes No
For purposes of grant eligibility, law enforcement agencies will be considered non-compliant if they have not submitted Use of Force reports for three or more months in the past 12 months.

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 in the past 12 months.

5. Is the project agency in compliance with Section 43.505 RSMo Uniform Crime Reporting - Missouri Incident-Based Reporting System MIBRS?: Yes No

6. Is the project agency in compliance with Section 590.030 RSMo - Rap Back Program Participation (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): Yes No

Law Enforcement Eligibility Requirements cont.

- ▶ Select “Save Form”, when the form has been completed



- ▶ Select “Mark as Complete”



Application Forms

- ▶ Select "Project Form State 2025, Fed 2023"

| Component | Complete? | Last Edited |
|--|-----------|-----------------------------------|
| General Information | ✓ | Apr 17, 2024 10:49 AM - TEST TEST |
| Contact Information 2023 | ✓ | Apr 17, 2024 11:07 AM - TEST TEST |
| Law Enforcement Eligibility Requirements | ✓ | Apr 17, 2024 11:32 AM - TEST TEST |
| Project Form State 2025, Fed 2023 | | - |
| Budget | | - |
| Named Attachments | | - |

Project Form State 2025, Fed 2023

- ▶ The Project Form has 3 Sections:
 - ▶ Project Summary
 - ▶ Goals and Objectives
 - ▶ Audit, Risk Assessment, Certified Assurances

Project Form State 2025, Fed 2023 cont.

- ▶ Section 1: Project Summary – Enter all information requested in the instructions

Section 1 - Project Summary Save Form

Provide a brief summary of the proposed project. Include: what the project is; who will be impacted by the project; the geographic area that will be covered by the project; why is the proposed project necessary.

1. Project Summary*:

Provide a brief summary of the proposed project t include:

What is the project
Who will be impacted by the project
The geographic area that will be covered by the project
Why is the project necessary

2. Does this project generate program income*:

Yes No

3. Please provide statistics in your program area that demonstrate a need for this project *:

Examples:

Increase in drug crime - statistics on drug crime
Decrease in funds - why
Problem references

Project Form State 2025, Fed 2023 cont.

- ▶ Section 2: Goals and Objectives
 - ▶ Objective 1: Coverage and Collaboration
 - ▶ Goal 1: Collaboration with Other Agencies
 - ▶ Verify on the [2023-2024 Drug Task Force Map](#) hyperlink, that your agency has reported any change(s) for your coverage area
- ▶ Depending on how the questions are answered, “Yes” or “No”, will determine if additional information is required, by a pop-up box for that question

Project Form State 2025, Fed 2023 cont.

- ▶ Objective #1 Coverage and Collaboration Example:

Section 2 - Goals and Objectives

Objective #1 Coverage and Collaboration

Goal 1 Collaboration with Other Agencies

2023-2024 Drug Task Force Map

4. Will the task force serve a county during the upcoming grant year that was not served by a JAG funded drug task force during the previous grant year? *:

Yes No

4.a If you answered yes please list the counties that have been added to your drug task force:

List the counties that have been added to the task force

5. Did the task force serve a county at the beginning of the prior grant year that will not be served in the upcoming grant year? *:

Yes No

5.a If you answered yes please list the counties that will not be served by your drug task force:

List the counties that will not be served by the task force

6. Does the task force actively engage with a prosecutor(s) or other attorney(s) for representation or legal advice on task force policies, procedures and operations? *:

Yes No

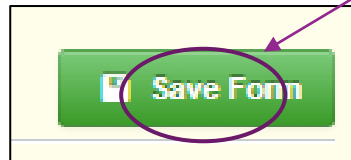
6.a If you answered no to the previous question, explain the plan to become more actively involved with a prosecutor or other attorney for representation or legal advice on task force policies, procedures and operations.:

Explain the plan to become more actively involved with a prosecutor or other attorney for representation of legal advice on task force policies, procedures and operations

Project Form State 2025, Fed 2023 cont.

- ▶ Objective 2: Investment

- ▶ Will need to add each agency individually and the contribution while not in “Editing” status
 - ▶ In the right corner select “Save Form”, then scroll to Objective #2 – Investment and select “Add Row” to add



- ▶ **NOTE:** For Investment, Prevention, Education, and Rehabilitation Activities, and Rehabilitation sections, you will need “Add” when the rest of the form questions have been answered, as the form will not save without all required questions answered

Project Form State 2025, Fed 2023 cont.

- ▶ Investment cont.
 - ▶ Example
 - ▶ Once completed, select “Save Row”

Objective #2 Investment

7. Please add each MOU signer separately:

Objective #2 Investment

Please add each MOU signer and fill in the resources they contribute:

Agency*:

Personnel:

Currency:

Equipment:

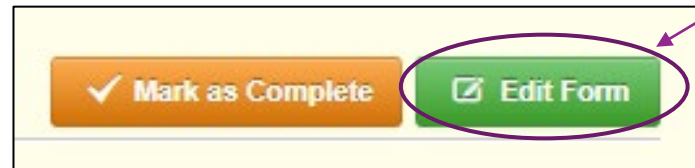
Fuel:

Office Space:

Other:

Project Form State 2025, Fed 2023 cont.

- ▶ Investment cont.
 - ▶ After all agencies have been added, scroll back to the top right corner, select “Edit Form” and continue with the form questions

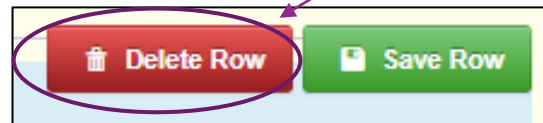


Project Form State 2025, Fed 2023 cont.

- ▶ If you need to delete a line that was entered
 - ▶ Select the link for the entry

| Agency | Personnel | Currency | Equipment | Fuel | Office Space | Other |
|--------------------------------------|-----------------------|----------|------------|----------|---------------|--|
| Missouri Department of Public Safety | 2 Task Force Officers | \$500.00 | 2 Vehicles | Gas card | Covert Office | Any other item that doesn't fit in the above |

- ▶ Select "Delete Row"



Project Form State 2025, Fed 2023 cont.

- ▶ Objective 3: Deconfliction
 - ▶ Select “Yes” or “No”
 - ▶ Depending on how the questions are answered, will determine if additional information is required

Objective #3 Deconfliction

Objective #3 Deconfliction

8. Has the task adopted a written policy for deconfliction that addresses all of the following:

8.a. When to deconflict? : Yes No

8.b. If no, explain the plan to implement such a written policy?:

8.c. How or through which means to deconflict?: Yes No

8.d. If no, explain the plan to implement such a written policy?:

Project Form State 2025, Fed 2023 cont.

- ▶ Goal 2: Minimum Standards
 - ▶ Answer each question 9-12, by selecting “Yes” or “No”
 - ▶ If you selected “No” to a question, (9-12), in question # 13, explain the plan to implement such policies and why they have not yet been implemented

Goal #2 Minimum Standards

Goal #2 Minimum Standards

Objective # 1 Standard Operating Procedures

9. Has the task force adopted a written policy(s) for information sharing with other JAG-funded drug task forces that addresses all of the following:

9.a. the type(s) of information to be shared *: Yes No

9.b. through which means information will be shared*: Yes No

10. Has the task force adopted a written policy(s) for personnel hiring/selection that addresses all of the following:

10.a. whether the task force commander and/or board is included in the selection process for new officers *: Yes No

10.b. a requirement of drug/alcohol testing as a condition of begin offered employment*: Yes No

11. Has the task force adopted a written policy(s) for informants that addresses all of the following:

11.a. the types of information/records that shall be contained in an informant's file*: Yes No

11.b. a designation to the task force commander (or similar person of approval) to review/approve informant files*: Yes No

11.c. a requirement for a log to be maintained for all activity conducted as it pertains to each informants*: Yes No

11.d. a process for the security/custody of informant files*: Yes No

11.e. a requirement to maintain professional/ethical relationships with informants*: Yes No

Project Form State 2025, Fed 2023 cont.

- ▶ Objective 2: Minimum Training
 - ▶ Select “Yes” or “No”
 - ▶ If “No” is selected for questions 14, 15, or 16 a text box will appear
 - ▶ You will need to identify which officers have not attended the training(s) and the respective reason why it hasn’t yet been completed

Objective #2 Minimum Training

14. Have all task force officers received a minimum 30 hour, accredited course in basic narcotic training?*:

14.a. If you answered no, identify the officers that have not received the training and the respective reason on why it has not yet been completed:

Identify which officer(s) have not yet received the training and the reason why.

15. Have all task force officers received a minimum 24 hour, accredited course in advanced narcotic training?*:

15.a. If you answered no, identify the officers that have not received the training and the respective reason on why it has not yet been completed.:

Identify which officer(s) have not yet received the training and the reason why.

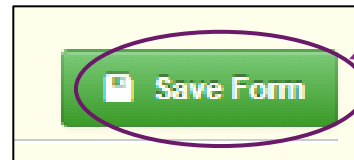
16. Have all task force officers received Clandestine Meth Lab Certification (and as applicable, Re-Certification)?*:

16.a. If you answered no, identify the officers that have not received the training and the respective reason on why it has not yet been completed.:

Identify which officer(s) have not yet received the training and the reason why.

Project Form State 2025, Fed 2023 cont.

- ▶ Goal 3: Prevention, Education, and Rehabilitation Activities
 - ▶ Add each type of activity individually while form is not in “Editing” status
 - ▶ In the right corner select “Save Form”, then scroll to Goal #3: Prevention, Education, and Rehabilitations Activities and select “Add Row” to add



- ▶ **NOTE:** For Investment, Prevention, Education, and Rehabilitation Activities, and Rehabilitation sections, you will need “Add” when the rest of the form questions have been answered, as the form will not save without all required questions answered

Project Form State 2025, Fed 2023 cont.

▶ Goal 3: Prevention, Education, and Rehabilitation Activities cont.

▶ Example

▶ Once completed,
select “Save Row”

Goal #3, Prevention, Education, and Rehabilitation Activities Save Row

Objective #1 Prevention and Education

NOTE: Prevention programs are designed to "prevent" the use and/or existence of narcotics. Such programs generally include actions being taken or laws being implemented and include, but are not limited to, legislation, local ordinances, coalitions, prescription take-back programs, neighborhood watch programs, and town hall meetings.

NOTE: Education programs are designed to "educate" the public about the use, recognition, and/or existence of narcotics. Such programs generally are informational to include, but not limited to, programs, presentations, and fair/expo booths for businesses, civic organizations, government organizations, radio stations, law enforcement agencies, libraries, parents, students, teachers, etc.

17. Please list each of the prevention and education activities that your Drug Task Force participated in during the current grant cycle:

Goal #3 Prevention, Education, and Rehabilitation Activities

2.N. Instructions: Please list each training that the task force participated in during the prior calendar year.

Type of Training*:

Purpose of Training:

Location:

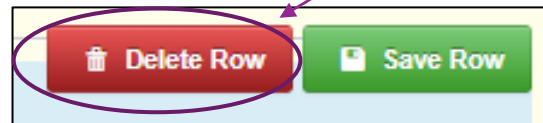
Number of Attendees:

Project Form State 2025, Fed 2023 cont.

- ▶ If you need to delete a line that was entered
 - ▶ Select the link for the entry

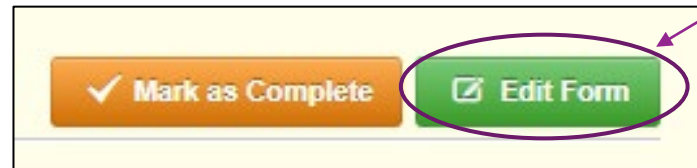
| Type of Training | Purpose of Training | Location | Number of Attendees |
|------------------|---------------------|----------|---------------------|
| Business | Prevention | | |

- ▶ Select "Delete Row"



Project Form State 2025, Fed 2023 cont.

- ▶ Goal 3: Prevention, Education, and Rehabilitation Activities cont.
 - ▶ Once each activity has been added, scroll back to the right corner, select “Edit Form” and continue with the form questions



Project Form State 2025, Fed 2023 cont.

- ▶ Goal 3: Prevention, Education, and Rehabilitation Activities
 - ▶ Question 17.a needs to be completed if the Drug Task force did not participate in Prevention or Education programs during the 2023 - 2024 grant cycle

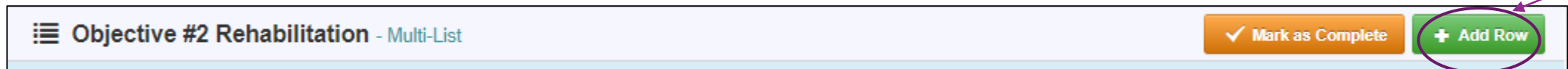
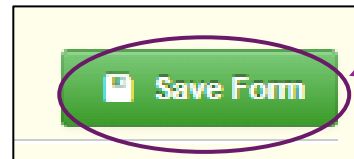
17.a. If your agency did not participate in Prevention or Education programs during the current grant cycle please explain :

Why did you agency not participate in Prevention or Education programs during the CURRENT grant cycle?

Project Form State 2025, Fed 2023 cont.

- ▶ Objective 2: Rehabilitation

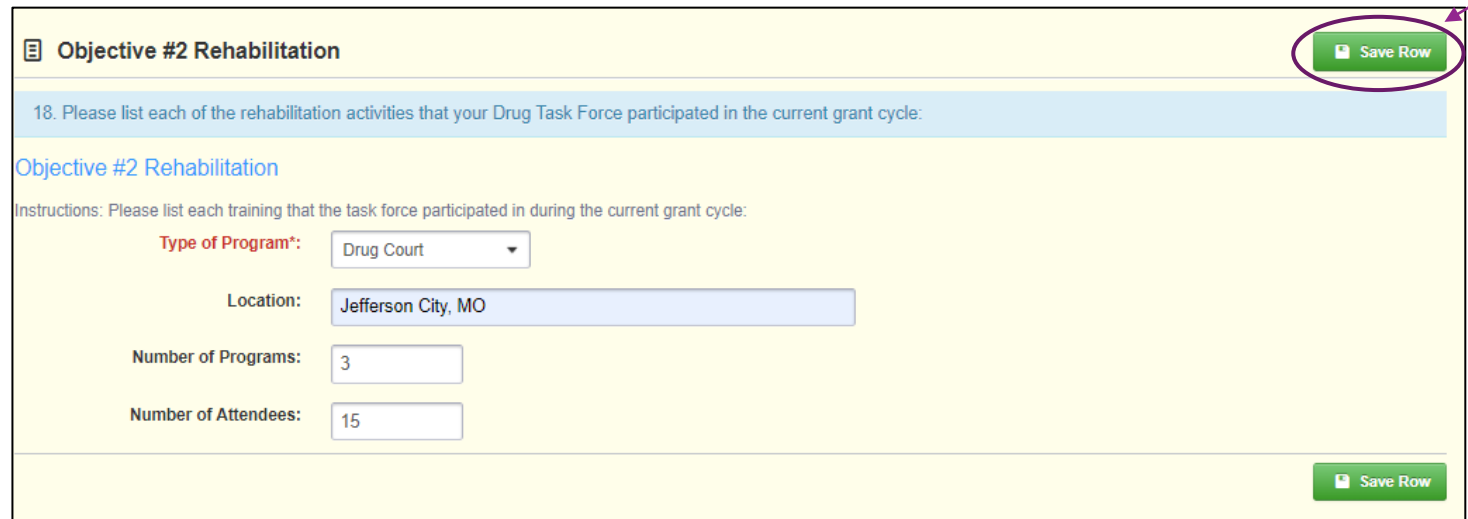
- ▶ Will need to add each Rehabilitation program individually while form is not in “Editing” status
 - ▶ In the top right corner select “Save Form”, then scroll to Objective 2: Rehabilitation and select “Add Row” to add



- ▶ **NOTE:** For Investment, Prevention, Education, and Rehabilitation Activities, and Rehabilitation sections, you will need “Add” when the rest of the form questions have been answered, as the form will not save without all required questions answered

Project Form State 2025, Fed 2023 cont.

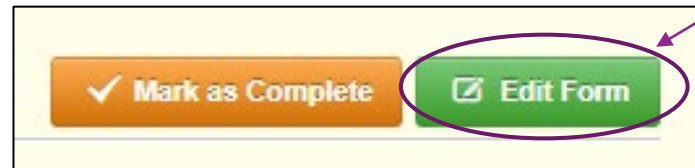
- ▶ Objective 2: Rehabilitation cont.
 - ▶ List each rehabilitation training individually that the Drug Task Force participated in during the current grant cycle
 - ▶ Once completed, select “Save Row”



The screenshot shows a web form titled "Objective #2 Rehabilitation". At the top right, there is a green button labeled "Save Row" which is circled in purple. Below the title, there is a light blue instruction bar: "18. Please list each of the rehabilitation activities that your Drug Task Force participated in the current grant cycle:". The form content includes the heading "Objective #2 Rehabilitation" and the instruction: "Instructions: Please list each training that the task force participated in during the current grant cycle:". The form fields are: "Type of Program*" with a dropdown menu showing "Drug Court"; "Location:" with a text input field containing "Jefferson City, MO"; "Number of Programs:" with a text input field containing "3"; and "Number of Attendees:" with a text input field containing "15". At the bottom right of the form, there is another green button labeled "Save Row". A purple arrow points from the right edge of the slide towards the circled "Save Row" button.

Project Form State 2025, Fed 2023 cont.

- ▶ Objective #2 Rehabilitation cont.
 - ▶ Once each program has been added, scroll back to the right corner, select “Edit Form” and continue with the form questions

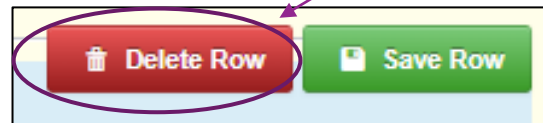


Project Form State 2025, Fed 2023 cont.

- ▶ If you need to delete a line that was entered
 - ▶ Select the link for the entry

| Type of Program | Location | Number of Programs | Number of Attendees |
|-----------------|--------------------|--------------------|---------------------|
| Drug Court | Jefferson City, MO | 3 | 15 |

- ▶ Select "Delete Row"



Project Form State 2025, Fed 2023 cont.

- ▶ Goal 3: Prevention, Education, and Rehabilitation Activities
 - ▶ Question 18.a needs to be completed if the Drug Task Force did not participate in Rehabilitation programs during the 2023 - 2024 grant cycle

| | |
|---|--|
| <p>18.a. If your agency did not participate in Rehabilitation programs during the current grant cycle please explain :</p> | <p>Why didn't your agency participate in Rehabilitation programs during the current grant cycle?</p> |
|---|--|

Project Form State 2025, Fed 2023 cont.

- ▶ Goal #4 Task Force Sustainment
 - ▶ Does your drug task force have a plan to sustain the task force without Federal Funds with the next three years?
- ▶ If the answer is “Yes”
 - ▶ 19.a - Provide a summary of the plan to sustain the Drug Task Force

Objective #1 Find ways to sustain the Drug Task Force with less or no Federal funding within three

19. Does your drug task force have a plan to sustain the task force without Federal Funds within the next three years?*

Yes No

19.a If you answered yes to Question #19, please provide a summary of the plans to sustain the Drug Task Force.:

Provide a summary of the plans to sustain the DTF.

Project Form State 2025, Fed 2023 cont.

- ▶ Goal #4 Task Force Sustainment cont.
 - ▶ Question #19 - Does your drug task force have a plan to sustain the task force without Federal Funds with the next three years?
- ▶ If the answer is “No”
 - ▶ 19.b Describe what actions will be taken THIS year to investigate methods to secure other funding

Objective #1 Find ways to sustain the Drug Task Force with less or no Federal funding within three years

19. Does your drug task force have a plan to sustain the task force without Federal Funds within the next three years?*

Yes No

19.b If you answered No to Question #19, please describe what actions will be taken this year to investigate methods to secure other funding.:

Describe the actions that will be taken THIS year to investigate methods to secure other funding

Project Form State 2025, Fed 2023 cont.

- ▶ Section 3: Audit, Risk Assessment, Certified Assurances
 - ▶ Audit Details

Section 3 - Audit, Risk Assessment, Certified Assurances Save Form

Audit Details

20. Has the Applicant Agency exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year?*

Yes No

If the applicant agency exceeded the federal expenditure threshold in their last fiscal year, they must have their Single Audit or Program Specific Audit completed and submitted to the CJ/LE within nine (9) months after the end of the audited fiscal year.

21. Date last audit completed MM/DD/YYYY*:

If an agency has never had an audit, please enter the date of their last annual financial statement.

22. By checking this box the applicant agency understands they are required to upload a copy of the agencies most recent completed audit (or annual financial statement) in the Named Attachments section of this application*:

Project Form State 2025, Fed 2023 cont.

- ▶ Risk Assessment: the information obtained in this section will be used by DPS staff to conduct a risk assessment, of your agency, as required by 2 CFR 200.331 (b)

Risk Assessment

23. Does the applicant agency have new personnel that will be managing this grant award?*

Yes No

New personnel is defined as working with this award type less than 12 months.

23.a. If you answered yes to Question #23., please list the name(s) of new personnel and their title(s):

List the name(s) of the new personnel that be MANAGING the grant and what the job title(s) are

24. Does the applicant agency have a new fiscal or time accounting system that will be used on this award?*

Yes No

New fiscal or time accounting system is defined as a system being utilized less than 12 months within the applicant agency.

25. Does the applicant agency receive any direct Federal awards?*

Yes No

Direct grants are grants that you apply directly to the federal government for and there is no intermediary agency such as C/J/LE.

25.a. If you answered yes to Question #25, please list the direct Federal awards the agency receives.:

List the DIRECT federal awards that the agency receives

26. Did the applicant agency receive any Federal monitoring on a direct federal award in their last fiscal year?*

Yes
Yes
No
N/A

26.a. If you answered yes to Question # 3.G., please list the direct awards that were monitored and indicate if there were any findings or recommendations.:

List the DIRECT federal awards that were monitored and indicate if there were any findings or recommendations

Project Form State 2025, Fed 2023 cont.

- ▶ Certified Assurances
 - ▶ Authorized Official signature will be one of the following:
 - ▶ If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
 - ▶ If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
 - ▶ If the applicant agency is a State Department, the Director shall be the Authorized Official
 - ▶ If the applicant agency has questions on who the Authorized Official is, please contact Amelia Jaegers at (573) 522-4094

Authorized Official

- ▶ Authorized Official
 - ▶ If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official
 - ▶ If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official
 - ▶ If the applicant agency is a State Department, the Director shall be the Authorized Official
 - ▶ If the applicant agency is a college/university, the President shall be the Authorized Official
 - ▶ If the applicant agency is a nonprofit, the Board Chair/President shall be the Authorized Official, this includes Fire Protection Districts
 - ▶ If the applicant agency is under the supervision of a board, the Board Chair or Board President shall be the Authorized Official
 - ▶ If the applicant agency is a special district, such as Fire Protection District or Ambulance District, the Board Chair/President shall be the Authorized Official

Project Form State 2025, Fed 2023 cont.

- ▶ Certified Assurances cont.
- ▶ Example

Certified Assurances

27. By checking this box, I have read and agree to the terms and conditions of this grant:

If the applicant agency is a city, the Mayor or City Administrator shall be the Authorized Official. (The Police Chief is NOT the Authorized Official)
If the applicant agency is a county, the Presiding County Commissioner or County Executive shall be the Authorized Official. (The Sheriff or Police Chief are not the Authorized Official)
If the applicant agency is a college/university, the College/University President (or Campus Chancellor, if applicable) shall be the Authorized Official.

If the authorized official has a different title, than those listed above, official documentation naming that position as the authorized official for your agency must be included in the application attachments or your application will not be considered for funding.

****IF YOU ARE UNABLE TO DETERMINE THE CORRECT AUTHORIZED OFFICIAL FOR YOUR AGENCY, OR THEY ARE DIFFERENT FROM WHAT IS LISTED ABOVE PLEASE CONTACT OUR OFFICE AT (573)751-5289, OR (573)522-4094**

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 Federal 2025 State DTF Certified Assurances

I (The Authorized Official) have read and agree to the terms and conditions of the grant. I am aware that failure to comply with any of the Certified Assurances will result in my agency being ineligible for funding.

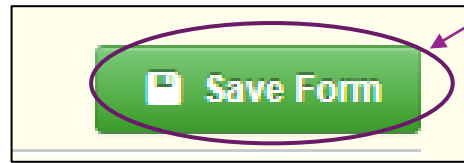
28. Authorized Official Name and Title*:

29. Name and Title of person completing this proposed application*:

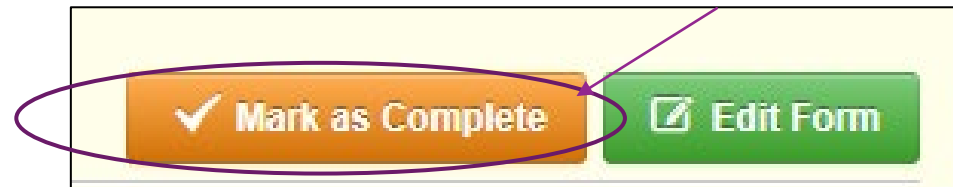
30. Date*:

Project Form State 2025, Fed 2023 cont.

- ▶ Select “Save Form”, when the form has been completed



- ▶ Select “Mark as Complete”



Application Forms

- ▶ Select “Budget”

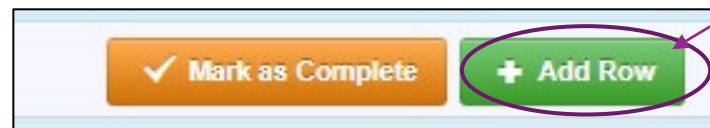
| Component | Complete? |
|--|-----------|
| General Information | ✓ |
| Contact Information 2023 | ✓ |
| Law Enforcement Eligibility Requirements | ✓ |
| Project Form State 2025, Fed 2023 | ✓ |
| Budget | |
| Named Attachments | |

Budget

- ▶ Budget
 - ▶ The budget opens in “Edit” status
 - ▶ To add budget lines first, you will need to select “Save Form”



- ▶ Select “Add Row” to enter each budget line





Budget cont.

- ▶ **Budget Line Category:** Select from the drop-down box, which budget category
- ▶ **Line name:** Should be a brief description of what the budget line is requesting (i.e. 3 task force officers)
- ▶ **Description:** Description of the budget line (i.e. (3) task force officers)
- ▶ **Amount of Grant Funds Requested:** This should be the total amount of the funds requested for the listed budget line


Budget cont.

- ▶ For each budget line select one of the eight budget categories from the dropdown menu

 **Budget** 

To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line.

| | | |
|--|---|----------------------|
| Budget Line Category*: | <div style="border: 1px solid gray; padding: 2px;"><ul style="list-style-type: none">1. Personnel1. Personnel2. Personnel Benefits3. Overtime Personnel4. Overtime Benefits5. Travel/Training6. Equipment7.</div> | <input type="text"/> |
| Line Name*: | | <input type="text"/> |
| Description*: | | <input type="text"/> |
| Amount of Grant Funds Requested*: | | <input type="text"/> |



Budget cont.

▶ Completed Budget Example

- ▶ To edit a budget line, select the hyperlink of the line you wish to edit, or select “Edit All Rows” for a mass edit of all lines as well as the budget justification

| Budget - Multi-List | | | | ✓ Mark as Complete | + Add Row | <input checked="" type="checkbox"/> Edit All Rows |
|---|-------------------------|--------------------------------------|---------------------------------|--------------------|--------------|---|
| To include lines in your budget, click "Add". If the project includes more than one budget line, repeat this step for each budget line. | | | | | | |
| Budget Line Category | Line Name | Description | Amount of Grant Funds Requested | | | |
| 1. Personnel | Task Force Officers (3) | Salary | | | \$150,000.00 | |
| | <i>Subtotal</i> | | | | \$150,000.00 | |
| 2. Personnel Benefits | Other | F/M; Medical Insurance, Workers Comp | | | \$20,502.45 | |
| | <i>Subtotal</i> | | | | \$20,502.45 | |
| 3. Overtime Personnel | Overtime | 1 Task Force Officer | | | \$5,000.00 | |
| | <i>Subtotal</i> | | | | \$5,000.00 | |
| 4. Overtime Benefits | Overtime Benefits | F/M for 1 TFO | | | \$524.00 | |
| | <i>Subtotal</i> | | | | \$524.00 | |
| 5. Travel/Training | Fuel | 5 Vehicles Fuel | | | \$6,000.00 | |
| 5. Travel/Training | Vehicle Maintenance | 5 Vehicles Maintenance | | | \$6,000.00 | |
| | <i>Subtotal</i> | | | | \$12,000.00 | |
| 6. Equipment | Mobile Radio (2) | Motorola APX 8500 | | | \$11,000.00 | |
| 6. Equipment | Portable Radio (2) | Motorola APX 8000 | | | \$10,000.00 | |
| | <i>Subtotal</i> | | | | \$21,000.00 | |
| 7. Supplies/Operations | Office Supplies | Office Supplies | | | \$1,000.00 | |
| 7. Supplies/Operations | Field Supplies | Field Supplies | | | \$1,000.00 | |
| | <i>Subtotal</i> | | | | \$2,000.00 | |
| 8. Contractual | Vehicle Leases | 5 TFO vehicle leases | | | \$60,000.00 | |
| | <i>Subtotal</i> | | | | \$60,000.00 | |
| | | | | | \$271,026.45 | |

Budget cont.

▶ Justification

▶ **The Justification for each line should include the following:**

- ▶ Justify why each requested budget line is necessary for the success of the proposed project
- ▶ Cost Basis for the budget line request

▶ **Specific information for budget lines in these categories should also include:**

- ▶ **Personnel and Overtime Personnel** - Description of job responsibilities the individual will be expected to perform for this project/program
- ▶ If the personnel requested for funding, was **NOT** on the 2023 JAG application, list them as **“NEW”**
- ▶ **Benefit and Overtime Benefits** - List which benefits are included and the rate of each benefit
- ▶ **Travel/Training** – List each training separately in the budget and in the justification provide the cost basis breakdown for the training (Registration, hotel, per diem, etc.)
- ▶ **Equipment** – In justification please include if the item is new or a replacement, and who will be using the equipment
- ▶ **Contractual** – Provide the dates of service for any contracts or contracted services

Budget cont.

- ▶ Justification cont.
 - ▶ To add the Justification(s), select “Edit Form” in the top of the Justification



Budget cont.

- ▶ Justification cont.
 - ▶ Justification Example
 - ▶ Each budget line must be included in the Justification and in the same order
 - ▶ Make sure to answer the specified questions for each budget category

Budget Justification

(For each budget line requested please provide a separate justification.)

The Justification for each line should include the following:

1. Justify why each requested budget line is necessary for the success of the proposed project.
2. Cost Basis for the budget line request.

Specific information for budget lines in these categories should also include:

Personnel and Overtime Personnel - Description of job responsibilities the individual will be expected to perform for this project/program.

Benefit and Overtime Benefits - List which benefits are included and the rate of each benefit.

Travel/Training - List each training separately in the budget and in the justification provide the cost breakdown for the training (Registration, hotel, per diem, etc.)

Equipment - In justification please include if the item is new or a replacement, and who will be using the equipment.

Contractual - Provide the dates of service for any contracts or contracted services.

Budget Justification*:

(For each budget line requested please provide a separate justification.)

The Justification for each line should include the following:

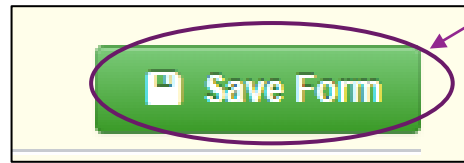
1. Justify why each requested budget line is necessary for the success of the proposed project.
2. Cost Basis for the budget line request.

Specific information for budget lines in these categories should also include:

body p span span span span Paragraphs: 10, Words: 148, Characters (with HTML): 3141

Budget cont.

- ▶ Select “Save Form” or “Save Multi-list”, when the form has been completed



- ▶ Select “Mark as Complete”



Application Forms

- ▶ Select “Named Attachments”

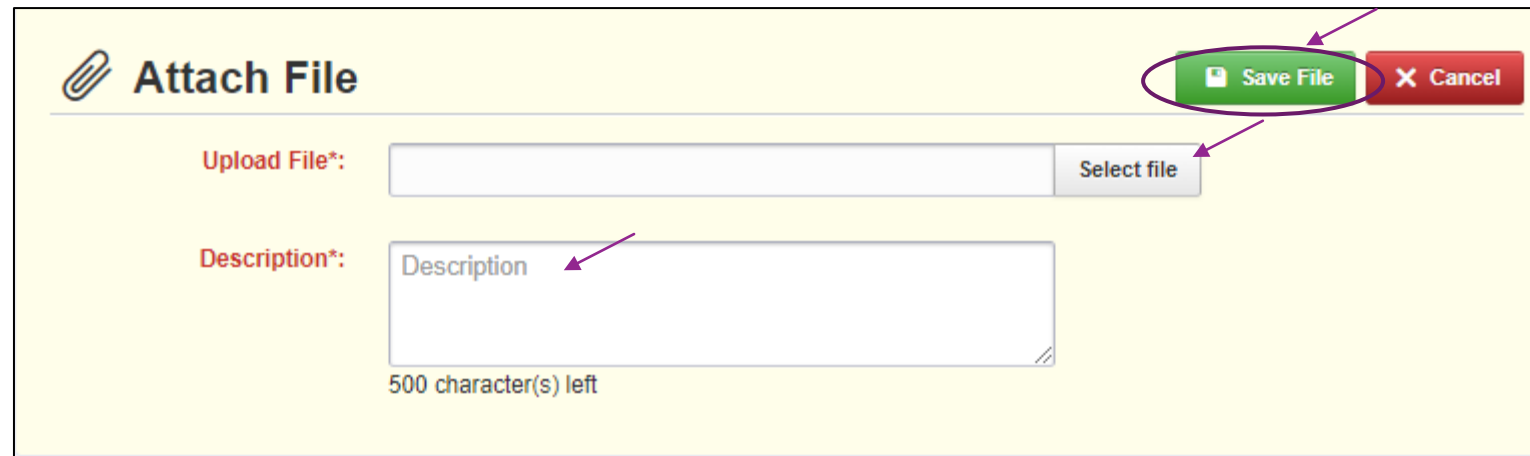
| Component | Complete? | Last Edited |
|--|-----------|-----------------------------------|
| General Information | ✓ | Apr 17, 2024 10:49 AM - TEST TEST |
| Contact Information 2023 | ✓ | Apr 17, 2024 11:07 AM - TEST TEST |
| Law Enforcement Eligibility Requirements | ✓ | Apr 17, 2024 11:32 AM - TEST TEST |
| Project Form State 2025, Fed 2023 | ✓ | Apr 17, 2024 2:25 PM - TEST TEST |
| Budget | ✓ | Apr 17, 2024 2:46 PM - TEST TEST |
| Named Attachments | | - |

Named Attachments

- ▶ *Required to attach most recent audit or financial statement
- ▶ *Required to attach MOU/MOA
 - ▶ Should have **current** signatures
- ▶ Other attachments could include
 - ▶ Vendor Quotes
 - ▶ Supporting documents

Named Attachments cont.

- ▶ Browse your computer to attach the document
- ▶ Give a brief description of the file
- ▶ Select “Save File”



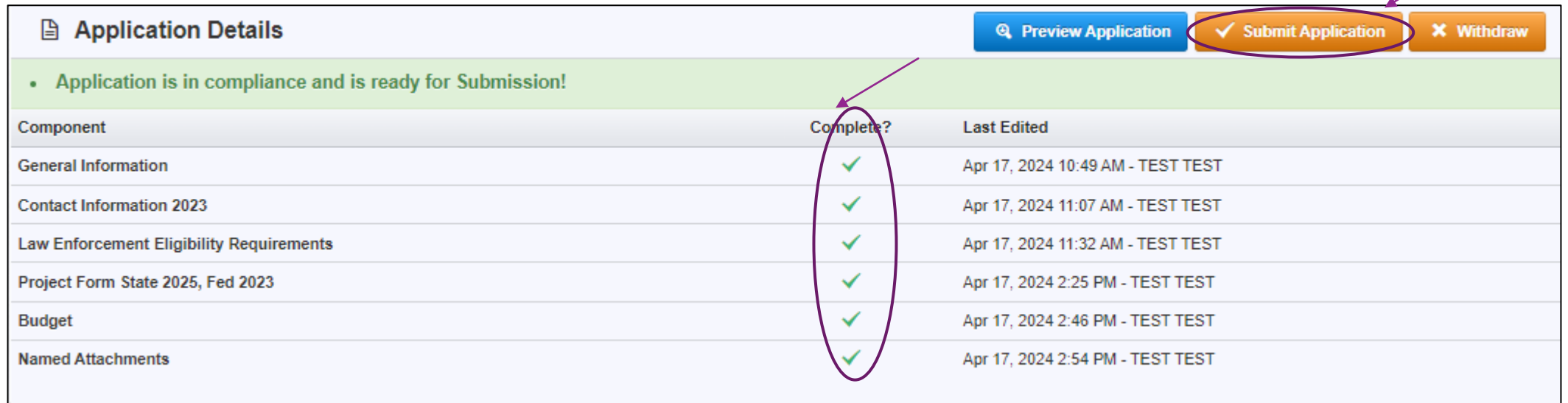
The screenshot shows a form titled "Attach File" with a paperclip icon. It contains two main sections: "Upload File*" and "Description*". The "Upload File*" section has a text input field and a "Select file" button. The "Description*" section has a text area with "Description" as a placeholder and "500 character(s) left" below it. At the top right, there are two buttons: "Save File" (green) and "Cancel" (red). A purple oval highlights the "Save File" button, and a purple arrow points from it to the "Select file" button. Another purple arrow points from the "Save File" button to the "Description" text area.

- ▶ Select “Mark as Complete”



Submit Application

- ▶ Once all forms have been “Mark As Complete”
 - ▶ It is recommended that you have another person review the application for clarity and completion.



The screenshot shows an application details page. At the top right, there are three buttons: "Preview Application" (blue), "Submit Application" (orange, circled in purple with an arrow pointing to it from the top right), and "Withdraw" (orange, with an 'X' icon). Below the buttons is a green banner with the text "Application is in compliance and is ready for Submission!". Below the banner is a table with three columns: "Component", "Complete?", and "Last Edited". The "Complete?" column contains green checkmarks for all components, which are circled in purple with an arrow pointing to the column header from the top left. The "Last Edited" column contains timestamps and "TEST TEST".

| Component | Complete? | Last Edited |
|--|-----------|-----------------------------------|
| General Information | ✓ | Apr 17, 2024 10:49 AM - TEST TEST |
| Contact Information 2023 | ✓ | Apr 17, 2024 11:07 AM - TEST TEST |
| Law Enforcement Eligibility Requirements | ✓ | Apr 17, 2024 11:32 AM - TEST TEST |
| Project Form State 2025, Fed 2023 | ✓ | Apr 17, 2024 2:25 PM - TEST TEST |
| Budget | ✓ | Apr 17, 2024 2:46 PM - TEST TEST |
| Named Attachments | ✓ | Apr 17, 2024 2:54 PM - TEST TEST |

Submit Application cont.

- ▶ Select “Submit Application”

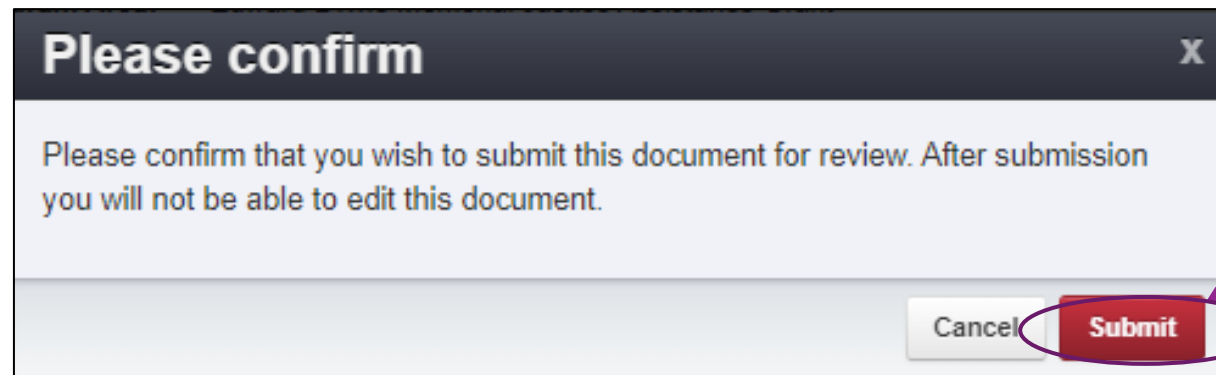
Application Details Preview Application Submit Application Withdraw

• Application is in compliance and is ready for Submission!

| Component | Complete? | Last Edited |
|--|-----------|-----------------------------------|
| General Information | ✓ | Apr 17, 2024 10:49 AM - TEST TEST |
| Contact Information 2023 | ✓ | Apr 17, 2024 11:07 AM - TEST TEST |
| Law Enforcement Eligibility Requirements | ✓ | Apr 17, 2024 11:32 AM - TEST TEST |
| Project Form State 2025, Fed 2023 | ✓ | Apr 17, 2024 2:25 PM - TEST TEST |
| Budget | ✓ | Apr 17, 2024 2:46 PM - TEST TEST |
| Named Attachments | ✓ | Apr 17, 2024 2:54 PM - TEST TEST |

Submit Application cont.

- ▶ A pop-up box will ask if you are sure, you are ready to submit, if you are sure, select “Submit”



Submit Application cont.

- ▶ The Primary Contact from the General Information component will receive a confirmation email stating that the application has been submitted

From: dpswebgrants@dps.mo.gov <dpswebgrants@dps.mo.gov>

Sent: Wednesday, April 17, 2024 3:00 PM

To: dpswebgrants <dpswebgrants@dps.mo.gov>

Subject: WebGrants - Missouri Department of Public Safety - Application - #27671 - Submitted

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

The following Application has been submitted:

Application Number: 27671

Project Title: 23/25 DTF - Whoville Island (WIN) Task Force

Program Area: Edward Byrne Memorial Justice Assistance Grant

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:
 - ▶ Wednesday, April 18, 2024 – Wednesday, May 16, 2024, **4:00 p.m.** CST
- ▶ Application Instructions PowerPoint Workshop, and Notice of Funding Opportunity available online: April 17, 2024
- ▶ Application review and funding determinations:
 - ▶ May – June 2024
- ▶ Program Start Date: July 1, 2024
- ▶ Program End Date: June 30, 2025

Questions

For any questions, please contact our office:

- ▶ Amelia Jaegers
Lead Grant Specialist
 - ▶ (573) 522-4094
 - ▶ Amelia.Jaegers@dps.mo.gov
- ▶ Michelle Branson
Grants Program Supervisor
 - ▶ (573) 526-9014
 - ▶ Michelle.Branson@dps.mo.gov
- ▶ Joni McCarter
Program Manager
 - ▶ (573) 526-9020
 - ▶ Joni.McCarter@dps.mo.gov